



NLPPPC CO-ORDINATOR

PERSON SPECIFICATION

Training and qualifications

Essential:

- Graduate from Social Work, Psychology or related disciplines
- Knowledge of current issues / legislation relating to Adoption and Permanent Placement
- Knowledge of audit and evaluation

Desirable:

- Professional qualification in related disciplines eg: Social Work, Clinical Psychology, Child Psychotherapy, Family Therapy
- Knowledge of Research methodology
- Training in project management

Experience

Essential

- Experience of audit and evaluation in Social Science settings
- Experience of co-ordinating projects

Desirable:

- Experience of working with a range of professionals responsible for supporting Adoptive and Permanently Placed children and families
- Experience of working with adoptive and permanently placed children and families
- Experience of working cross-culturally
- Familiarity with measures of child and family assessment

Knowledge and Skills

Essential:

- Ability to work flexibly with allied professionals
- Ability to drive and meet project deadlines
- Excellent communication skills
- Excellent IT skills
- Ability to manage information, maintain and set-up databases
- Ability to plan and organise own workload

Personal qualities

Essential:

- Energy and enthusiasm
- A commitment to and interest in positive outcomes for adoptive and post-permanently placed children
- Team worker
- Ability to form good working relationships