

Support Coordinator & Safeguarding Lead

Person Specification

| | Essential | Desirable |
|--|-----------|-----------|
| Qualifications | | |
| Educated to GCSE level C (or equivalent) in English and Maths | * | |
| Level 1 & 2 Safeguarding Training | * | |
| Level 3 Safeguarding Training | | * |
| Knowledge and Skills | | |
| Excellent communication and interpersonal skills | * | |
| Proficient in the use of IT and Microsoft 365 including Office, Teams, SharePoint etc. | * | |
| Knowledge of legislation and guidance on safeguarding in relation to working with vulnerable adults | | * |
| Ability to build effective working relationships with staff and other stakeholders | * | |
| Ability to work within policies, procedures and regulations | * | |
| A team player, whilst having ability to work on own initiative | * | |
| Ability to work under pressure and to prioritise workload effectively | * | |
| Understanding of Trauma Informed Practice and Person-Centred Approach | | * |
| Understanding of mental health issues and diagnoses, drug and alcohol dependency and behaviours that challenge | | * |
| Knowledge of homelessness/housing issues/welfare and benefits system | | * |
| Experience | | |
| Experience of managing safeguarding or having delegated safeguarding duties in a relevant organisation | * | |

----- Positive Intervention on Single Homelessness Since 1972 -----

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| Experience of handling sensitive data and upholding the principles of confidentiality | * | |
| Experience of providing training, guidance and support to others | * | |
| Able to demonstrate experience of establishing collaborative relationships with multi-agency partners | * | |
| Experience of working with individuals with housing management and support needs | | * |
| Experience of working with individuals displaying behaviours that challenge | * | |
| Competencies | | |
| Ability to demonstrate diplomacy, tact and be assertive when required | * | |
| Flexible approach to work and times of work which may include evenings/weekends | * | |
| Committed to own learning, personal and professional development, able to reflect on own performance | * | |
| A practical and common-sense approach | * | |
| Enthusiastic and committed motivated with a positive “can do” attitude | * | |
| Committed to Equality, Diversity and Inclusivity | * | |
| Additional | | |
| Possession of full driving licence, business insurance, and access to a vehicle | * | |

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