

HOME-START ANGUS

JOB DESCRIPTION – Family Support Group Co-ordinator

Home-Start Angus is committed to equal opportunities and safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

To help give children the best possible start in life, Home-Start Angus supports parents as they grow in confidence, strengthen their relationships with their children and widen their links with the local community.

JOB TITLE Family Support Group Co-ordinator (Co-ordinator)

HOURS 28 per week: There may be occasional evening work

PURPOSES OF THE JOB

The Co-ordinator is employed by the Board of Trustees and shares responsibility for:

- The effective development and operational management of Home-Start Family Support Groups in Angus
- Empowering and enabling families with pre-school children affected by disadvantage in Angus to engage with weekly group support
- Ensuring the implementation of the Home-Start Standards and Methods of Practice in accordance with the Home-Start QA System and the Home-Start Agreement
- Carrying out the policies of the Trustees.
- Working with the Trustees, the Manager, other staff and volunteers to maintain high standards of practice in supporting families and volunteers within the ethos of Home-Start.

RESPONSIBLE TO

On a day to day basis the co-ordinator is responsible to and receives regular support and supervision from the Manager. The co-ordinator is ultimately responsible to the Board of Trustees and should meet when appropriate.

RESPONSIBLE FOR

The co-ordinator shares the responsibility with the manager and volunteer co-ordinators for supervising:

- A team of up to 10 Home-Start group volunteers
- Other staff as appropriate and agreed

DUTIES

Duties include the following

- Assessing referral of families for group support with the manager.
- The facilitation and management of up to 6 weekly x 2 hourly Family Support Groups for parents and pre-school children in Angus.
- The development and management of play and activity programmes offered within the Family Support groups.
- The planning and supervision of preparation of food for pre-school children attending Family Support Groups.
- The carrying out of service review visits to families in their own homes.
- The supervision of a team of up to 10 Home-Start Angus group volunteers
- Liaising with referrers as appropriate
- Ensuring Child Protection policies are followed including undertaking the role of a designated child protection contact for the Home-Start Angus Family Support Groups
- Participating fully as a member of the Home-Start Angus staff team
- Ensuring effective administration systems are complied with
- Reporting to and co-operating with the Manager and the Trustees to ensure the strategic management and development of the Family Support Group programme
- Promoting the Home-Start ethos

SALARY

£22,515 (£18,012 Pro Rata)

A car driver and use of own car is essential for which an allowance of £770 per annum is paid

Mileage will be paid at 41 pence per mile

Registration of the PVG scheme required

All staff work as members of a team and will be expected to support each other in all aspects of the work

This is an exciting and varied job, which requires energy, commitment and creativity. The person appointed will receive support and supervision from the Manager and Trustees and will receive support and training through the Home-Start UK network.