

## **Job Description – Senior Co-ordinator/Organiser**

**Job Title:** Home-Start Deveron Senior Co-ordinator

**Location:** Home-Start Deveron, 10 Carmelite Street, Banff, AB45 1AF

**Hours of work:** 35 hours/week

**Salary:** £28,202 per annum

**Responsible to:** The designated line manager from the Home-Start Deveron Board of Trustees

**Responsible for:** All other paid employees & volunteers

### **Purposes of the job:**

- To hold responsibility for maintaining an overview of the scheme.
- To ensure the effective day to day management of the scheme in accordance with the Home-Start Memorandum & Articles of Association, the Home-Start Standards & Methods of Practice, the Home-Start Agreement and Quality Assurance Standards.
- To maintain high standards of practice in supporting families within the Home-Start model.
- To ensure equal opportunity, fairness and diversity in all aspects of the scheme's work.
- To ensure good safeguarding practice in all aspects of the scheme's work.
- To take responsibility for providing leadership and management of the staff team.

### **Main Responsibilities**

#### **Managing the scheme:**

- Taking responsibility for the day to day management of the scheme.
- Reporting to and supporting the Board of Trustees to ensure the strategic management, development and future funding of the scheme.
- Fulfilling role of Company Secretary as required.
- Ensuring all Home-Start policies and procedures are implemented and reviewed.
- Ensuring effective administration, monitoring and financial systems are in place.

- Managing the operational work and deploying the schemes' financial and staffing resources in the most effective way.
- Supporting the Board of Trustees that bids or tenders submitted are adequately costed and risk assessed; and that contracts or SLAs are delivered, and targets are met.
- To lead on applications for funding as required by the scheme
- Supporting the Board of Trustees in the recruitment, selection, induction, management and deployment of coordinators and other paid employees.
- Leading the staff team and ensuring that all employees receive effective supervision, direction and opportunities for development.
- Promoting the work of the scheme externally.
- Contributing to and supporting the development of the Home-Start network locally, regionally and nationally.

**Support for Families:**

- Maintaining an overview of all work with families within the scheme.
- Receiving referrals and assessing need and matching families to appropriate support
- Ensuring support to families is of a high standard in accordance with Home-Start's model, policies and procedures.
- To undertake Strategic Lead role and designated responsibilities safeguard and promote children's welfare.

**Managing Volunteers:**

- Ensure the scheme maintains an effective team of volunteers.
- Ensure the scheme's policies and procedures are fully implemented in all aspects of work with volunteers, including their recruitment, selection, preparation, support and supervision.
- Ensure that the Home-Start preparation course is delivered in full and to a high standard to all prospective volunteers.

**Working in Partnership:**

- Ensuring appropriate liaison and communication with referrers and other professionals.
- Networking appropriately within the community.
- Contributing to local policy and community development as appropriate, through Early Years Forums & similar platforms.

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.

This job description is current as at July 2019

*Home-Start Deveron*

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*03.05.2017*

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