

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

## **Home-Start Glasgow North and North Lanarkshire Job Description**

**Job Title:** Family Group Lead

**Employer:** Home-Start Glasgow North and North Lanarkshire (HSGN&NL)

**Location:** Based across North Glasgow and North Lanarkshire

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

**Salary:** £23,036-£24,437 (dependant on relevant experience)

**Responsible to:** Senior Family Support Coordinator

**Responsible for:** Group Workers across North Glasgow and North Lanarkshire

### **Purposes of the job**

To plan, manage and deliver (in conjunction with staff, volunteers and facilitators, where appropriate) small, family group sessions for parents and their young children in communities across North Lanarkshire and North Glasgow. To manage group work staff (2/3 staff) to provide group work sessions across North Glasgow and North Lanarkshire.

### **Key responsibilities:**

#### **Supporting families through groups**

- Work in close cooperation with all staff at HSGN&NL and/or as directed by the Service Development Manager
- Ensure equality of opportunity, fairness and diversity in all aspects of work
- Work in partnership with other family support agencies, as appropriate
- To plan, manage, and deliver family group sessions in communities (with support from volunteers)
- Lead on the planning and delivery of family outings and events
- To coordinate facilitators/sessional workers for topic-based sessions eg Oral Health, Bookbug, Health Improvement Team
- Following referral, make initial contact with families to assess their needs
- Review family's needs on a regular basis and at the end of support
- To welcome all parents/carers to the family group, recognising the importance of their role as the prime educators of their children
- To be aware of group dynamics ensuring the groups provide a non-judgemental environment for children and their parent/carer
- To provide a safe, stimulating environment for children and their parent/carer
- To be vigilant about the upkeep of equipment ensuring good standards of safety and hygiene are followed
- To make observations, record and report on children's development
- To encourage the active participation of parents/carers in their child's play and other activities as appropriate
- To provide opportunities for external agencies to offer advice/information to families
- Ensure suitable resources available for all families, eg culturally diverse, ASN
- To promote the use of suitable toys, books and activities and encourage the use of local resources, eg Toy Library, Library and Children & Family Centres
- To complete a risk assessment prior to each session/outing
- To keep a register at each session detailing names of all those attending, including visitors/speakers with an evaluation of each speaker
- To record any accidents/incidents in the Accident or Incident Book and report as appropriate

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- To respond, record and report appropriately all Safeguarding Children/Child Protection issues
- To liaise with the Service Development Manager regarding small budgets
- To promote the work of Home-Start with referrers

### **Management**

- Lead, support and manage the Family Group Workers (2/3) and volunteers (6/8) in all aspects of the family group service
- Ensure all Home-Start policies and procedures are adhered to and implemented in all aspects of service delivery
- Ability to deliver briefing sessions/training to volunteers
- Ensure appropriate systems are in place for review and continuous improvement in relation to work with families
- Ensure all activities are accurately recorded using appropriate IT systems
- Support the Service Development Manager and Family Support Coordinators, where necessary, in ensuring effective administration, monitoring and financial systems are in place
- Supervise the work of Family Group Workers, volunteers, and facilitators, ensuring they receive effective supervision, direction and opportunities for development

### **Working in Partnership**

- Work collaboratively with local stakeholders and Home-Start colleagues to devise a programme of group sessions that responds to local need and gaps in services
- Network within the community; develop strong working relationships with partner organisations to ensure our service is effective and inclusive. Use these networks to help promote Home-Start's groups and services
- Develop partnerships with other services to provide opportunities for external agencies to offer advice/information to families within the group setting, and support families to increase their connections in the local community
- Ensure appropriate liaison with referrers and other professionals

### **Monitoring, evaluation and service development**

- Maintain systems for monitoring and evaluation of group sessions
- Work with the Senior Management Team to inform the development of new monitoring or evaluation systems as needed
- Keep an attendance register at each session including parents, children, visitors/speakers
- Collect attendee evaluations and appraise groups as required
- To make observations, record and report on children's development
- Input information into HSGN&NL's CRM database – Charitylog
- Promote services and opportunities on social media platforms, eg Facebook, Twitter
- Contribute to written and verbal reports to other agencies and for funders using Microsoft packages
- Contribute to and support the development of the Home-Start network locally, regionally, and nationally, by sharing your practice, participating in peer support groups, and engaging with our national network through our intranet or events

This role will require travel throughout North Glasgow and North Lanarkshire so a driving licence and access to a car is essential. There may be occasional evening and weekend work.

The postholder 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 reflects the major tasks to be carried out by the postholder and identifies the level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing scheme needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the postholder.