

**Job Description – Co-ordinator**

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

**Employer**: Home-Start Dunfermline

41 Bruce Street

Dunfermline

KY12 7AQ

**Hours of work**: 25 hours/week (must include Thursday)

**Salary**: Starting salary will be SJC point 22 (currently £24,090) pro rata rising to SJC point 27 through annual increments.

**Responsible to**: The Home-Start Dunfermline Scheme Manager who will manage the post holder and provide regular supervision and support sessions.

**Purposes of the job**

* To contribute to the effective day to day operation of the scheme in accordance with the Home-Start Governing documents, Standards and Methods of Practice, Home-Start Agreement and Quality Assurance Standards.
* To maintain high standards of practice in supporting families within the ethos of Home-Start.
* To ensure inclusion and diversity in all aspects of the scheme’s operation and work.

**Main Responsibilities**

**Managing the scheme**

* Supporting the implementation and review of all Home-Start policies and procedures.
* Implementing the scheme’s administration and financial systems.

**Support for families**

* Receiving referrals and assessing needs of families.
* Introducing families to appropriate support.
* Ensuring support to families is reviewed at regular intervals and at the end of Home-Start support.
* To undertake designated responsibilities to safeguard and promote children’s welfare.

**Managing Volunteers**

* Recruiting, selecting and preparing volunteers.
* Matching and introducing volunteers to families.
* Providing support, supervision and on-going training opportunities for volunteers.

**Working in Partnership**

* Liaising with referrers.
* Networking appropriately within the community.

**Managing the Wider Context**

* Promoting the scheme, it's profile, ethos and practice.
* Contributing to the development of Home-Start locally, regionally and nationally.

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.

| **Person Specification –co-ordinator** | | | |
| --- | --- | --- | --- |
| **ESSENTIAL** | **Method of Assessment** | | |
|  | **A** | **I** | **E** |
| **Education and qualifications** |  |  |  |
| Good standard of education (GCSE, NVQ level 3 or equivalent) |  |  |  |
|  |  |  |  |
| **Employment History** |  |  |  |
| Relevant previous or current employment or voluntary work |  |  |  |
|  |  |  |  |
| **Managing the scheme** |  |  |  |
| Knowledge of the voluntary sector and the roles and responsibilities of voluntary management committees |  |  |  |
| Ability to manage a project |  |  |  |
| Ability to undertake strategic management, planning and prioritising |  |  |  |
| Awareness of budgets and financial systems |  |  |  |
| Ability to process and collate information |  |  |  |
| Ability to prepare reports and statistical information |  |  |  |
|  |  |  |  |
| **Supporting families** |  |  |  |
| Understanding of the needs of families with young children |  |  |  |
| Parenting experience |  |  |  |
| Knowledge of current legislation and policies relating to children and families |  |  |  |
|  |  |  |  |
| **Managing Others** |  |  |  |
| Ability to work as part of a team |  |  |  |
| Supervisory skills |  |  |  |
| Knowledge of recruitment and selection procedures for staff and/or volunteers |  |  |  |
| Ability to develop and deliver training |  |  |  |
|  |  |  |  |
| **Working in partnership and in the wider context** |  |  |  |
| Knowledge of the roles of agencies providing services for children and families |  |  |  |
| Promotional skills |  |  |  |
| Presentation skills |  |  |  |
|  |  |  |  |
| **Self management/personal attributes** |  |  |  |
| Interpersonal skills |  |  |  |
| A positive and creative approach to tackling tasks |  |  |  |
| Knowledge of and commitment to equal opportunities and anti-discriminatory practice |  |  |  |
| Understanding of the need for professional confidentiality |  |  |  |
| Good written and verbal communication skills |  |  |  |
| Negotiating skills |  |  |  |
|  |  |  |  |
| **Special requirements** |  |  |  |
| Able to work flexibly, some evening or week-end work and occasional residential training |  |  |  |
| Willingness to access training opportunities |  |  |  |
| Car driver |  |  |  |
| Eligibility to work in the UK |  |  |  |