**Job Description – Family Support Coordinator**

(Supporting volunteers and families)

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| Job Title | Family Support Coordinator  |
| Employer | Home-Start Perth and Kinross, The Gateway. North Methven Street, Perth, PH1 5PP |
| Hours of work | 14 hours per week 12 Month fixed term contract |
| Salary | £25201. £10,080 pro rata + 8% pension contribution |
| Responsible to | Home-Start Perth and Kinross Lead Coordinator |

**Purposes of the job**

* To contribute to the effective day to day operation of Home-Start Perth and Kinross in accordance with the Home-Start Memorandum & Articles of Association, Home-Start Standards & Methods of Practice, Home-Start Agreement and Quality Assurance Standards.
* To maintain high standards of practice in supporting families within the Home-Start model.
* To ensure equality of opportunity, fairness and diversity in all aspects of the Home-Start Perth and Kinross’ work.
* Implement good child protection practice in all areas of work.

**Main Responsibilities**

**Managing Volunteers**

* Recruiting, selecting and preparing suitable volunteers.
* Preparation and delivery of the Home-Start Preparation to Volunteer Course in full and to a high standard to all prospective volunteers.
* Matching and introducing volunteers to families.
* Providing support, supervision and initial and on-going training opportunities for volunteers.

**Support for families**

* Receiving referrals and assessing the needs of the referred families.
* Introducing families to appropriate support.
* Ensuring support to families is reviewed at regular intervals and at the end of Home-Start support, in line with current Home-Start guidance.
* Undertaking the designated responsibilities for child protection and promoting children’s welfare.

**Working in Partnership**

* Ensuring appropriate liaison with referrers and other professionals.
* Networking appropriately within the community.

**Supporting the work of Home-Start Perth and Kinross**

* Undertaking work as delegated by the Lead Coordinator to support the strategic management, development and future funding of the scheme.
* Supporting the implementation and review of all Home-Start policies and procedures.
* Complying with Home-Start Perth and Kinross’ administration, monitoring and financial systems.
* Promoting the work of Home-Start Perth and Kinross as required by the Lead Coordinator.
* Contributing to and supporting the development of the Home-Start network 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.

This role will involve an element of hybrid working.

This job description is current as of July 2022.