

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

Family Support Coordinator

(The role is initially funded for one year)

Job Title: Family Support Coordinator

Hours of work: 35 hours/week

Employer: Home-Start Glasgow North and North Lanarkshire

Responsible to: Senior Family Support Coordinator

Purposes of the job

- To contribute to the effective day to day operation of the project 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 scheme's work
- Implement good safeguarding practice in all areas of work

Main Responsibilities

Supporting the work of the project

- Undertaking work as delegated by the senior member of staff 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 the scheme's administration, monitoring and financial systems
- Promoting the work of the scheme, as required by the Senior Family Support Coordinator
- Contributing to and supporting the development of the Home-Start network locally, regionally and nationally

Support for families

- Receiving referrals and assessing needs of families
- Introducing families to appropriate support, eg home-visiting, group support, online
- Provide 1:1 support to families when necessary
- Ensuring support to families is reviewed at regular intervals and at the end of Home-Start support, in line with current Home-Start guidance
- To undertake designated responsibilities to safeguard and promote children's welfare

Managing Volunteers

- Supporting the Volunteer Coordinator in recruiting and training volunteers
- Matching and introducing volunteers to families
- Providing support, supervision and ongoing training opportunities for volunteers

Working in Partnership

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

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 at Sept 2022.