

## Job Description

Job Title:	Senior Group and Events Lead
Employer	Home-Start Glasgow North and North Lanarkshire (HSGNNL)
Location:	Based across North Glasgow and North Lanarkshire
Hours of Work:	30-35 per week (hours to be agreed/hybrid working in place)
Responsible to:	Service Manager
Responsible for:	Group Workers across North Glasgow and North Lanarkshire

## Purpose of the job

- To manage and support group work staff to provide group work sessions across North Glasgow and North Lanarkshire.
- To identify, plan, facilitate and oversee family group activities for babies, children and families across North Glasgow and North Lanarkshire.
- To plan, organise and support group workers to deliver events such as school holiday activities, including Summer Programme, Christmas party, AGM and other celebrations.
- To identify, research and promote group initiatives such as PEEP and Nutrition Scotland.

## Key responsibilities

### Management

- Lead, support and manage the Group Workers and volunteers in all aspects of our family group service
- Ensure all Home-Start policies and procedures are adhered to and implemented in all aspects of service delivery
- 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

### Supporting families through groups and events

- Lead on the planning of annual family outings and events (incl. Summer Programme, holiday activities and AGM)
- Liaise with local health teams/GPs/community groups to identify/scope areas where new groups can be established and support Group Workers to plan, advertise and facilitate group sessions
- Support Group Workers to plan family group sessions in communities (with support from volunteers)
- Facilitate group sessions with support from volunteers

- Support Group Workers to coordinate facilitators/sessional workers for topic-based sessions, eg Oral Health, Bookbug, Health Improvement Team
- Ensure all activities are promoted through social media, website and newsletter
- Support Group Workers to be aware of group dynamics ensuring the groups provide a non-judgemental environment for children and their parent/carer
- Support Group Workers to provide a safe, stimulating environment for children and their parent/carer
- Support Group Workers to be vigilant about the upkeep of equipment ensuring good standards of safety and hygiene are followed
- Support Group Workers to make observations, record and report on children's development
- Support Group Workers 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
- Support Group Workers to ensure suitable resources available for all families, eg culturally diverse, ASN
- Support Group Workers 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
- Support Group Workers to complete a risk assessment prior to each session/outing
- Support Group Workers to keep a register at each session detailing names of all those attending, including visitors/speakers with an evaluation of each speaker
- Support Group Workers to record any accidents/incidents in the Accident Book and report as appropriate
- To respond, record and report appropriately all Safeguarding Children/Child Protection issues
- Ensure equality of opportunity, fairness and diversity in all aspects of work
- Work in close cooperation with all staff at HSGNNL and/or as directed by the Service Managers

### **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**

- Ensure all activities are monitored and evaluated, including supporting Group Workers to produce case studies and relevant registration/evaluation forms
- Support Group Workers to record attendance at each session/event including parents, children, visitors/speakers
- Encourage and support Group Workers to collect attendee evaluations and appraise groups and events as required

- Encourage and support Group Workers to make observations, record and report on children's development
- Input information into HSGNNL'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
- Consult with families and volunteers to develop and shape services
- 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.

August 2023