

Job Description – Group Work Co-ordinator

The Group Work Co-ordinator will be focused on supporting our delivery of group work and also be expected to contribute to the effective day to day operation of Home-Start Edinburgh, including line sessional group workers and supporting volunteers.

Job Title:	Group Work Co-ordinator
Salary:	
Employer:	Home-Start Edinburgh
Accountability:	Senior Co-ordinator
Direct Reports:	Sessional Group Workers; Volunteers

Purpose of the job

Within this role, the post holder will:

- Contribute to the effective day to day operation and management of Home-Start Edinburgh, in accordance with the Home-Start Governing documents, Standards and Methods of Practice, Home-Start Agreement and Quality Assurance Standards.
- Oversee the support provided to families through group work, including but not limited to peep, parenting groups and baby massage
- Contribute to ongoing development of families and volunteers through the co-ordination of peep progression pathway
- Maintain high standards of practice in supporting families within the ethos of Home-Start
- Ensure the management of volunteers, including selection, training and delivery of the service.
- Promote Home-Start Edinburgh within local and national networks
- Ensure inclusion and diversity in all aspects of the scheme's work.

Main Responsibilities

Group Work for families

- Ensure support for families is of a high standard, in accordance with Home-Start's model, policies and procedures.
- Assist in safeguarding and promoting children's welfare.
- Manage and maintain an overview of the work with families.
- Ensure support to families is reviewed and group work is evaluated
- Organise a term time programme of group work across Edinburgh
- Ensure group work is adequately resourced, in co-ordination with the Administrator
- Ensure group work is administered in line with internal processes, in co-ordination with the Administrator
- Ensure the programme of group work is responsive to the needs of parents and response flexibly as that need changes

Managing Volunteers

- Work with the Senior Co-ordinator to ensure the scheme maintains an effective team of volunteers.
- Recruit, select and prepare volunteers.
- Co-work with volunteers to match them to appropriate groups.
- Provide support, supervision and on-going training opportunities for volunteers.

Working in Partnership

- Liaise and communicate with referrers and other professionals to achieve the best outcome for families using the scheme now or in the future.
- Network within the community.

Managing the Wider Context

- Promote the scheme's profile, ethos and practice.
- Contribute 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.