

# Job Description

## Senior Co-ordinator (Volunteering)



The Senior Co-ordinator will be focused on family support work through our network of trained and supported volunteers. They will also be expected to contribute to the effective day to day operation of Home-Start Edinburgh, including line management for Family Support Co-ordinators.

<b>Job Title:</b>	Senior Co-ordinator
<b>Salary:</b>	SCP 50-54 (£30,309 - £32,142)
<b>Hours:</b>	Part Time (28 hours)
<b>Employer:</b>	Home-Start Edinburgh
<b>Accountability:</b>	Chief Executive
<b>Direct Reports:</b>	Family Support Co-ordinators

### **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 our network of volunteers
- Act as the lead for volunteering
- Maintain high standards of practice in supporting families within the ethos of Home-Start.
- Deputise for the Chief Executive when required

### **Main Responsibilities**

#### **Managing the scheme**

- Deputise for the Chief Executive in their absence.
- Work with the Chief Executive and Board of Trustees to ensure the strategic management, development and future funding of the scheme.
- Support the implementation and review of all Home-Start's policies and procedures.
- Input and manage data relating to families and volunteers.

#### **Support for families**

- Ensure support for families is of a high standard, in accordance with Home-Start's model, policies and procedures.

- Manage and maintain an overview of the work with families.
- Receive referrals and assess the needs of families.
- Introduce families to appropriate support.
- Ensure support to families is reviewed at regular intervals and at the end of Home-Start support.
- Undertake designated responsibilities for safeguarding and promoting children's welfare.
- Ensure the effective use of our database, CharityLog.

### **Staff Management**

- Provide leadership and effective day-to-day management of the Family Support Co-ordinators, ensuring their wellbeing, support, supervision and opportunities for learning and development.
- Ensure effective supervision, direction and opportunities for development.
- Contribute to the recruitment, selection, induction, management and deployment of staff.

### **Managing Volunteers**

- Oversee the development and delivery of the Volunteering Strategy.
- Ensure the scheme maintains an effective team of volunteers.
- Recruit, select and prepare volunteers.
- Co-work with volunteers to match and introduce them to families.
- Quality assure Home-Start Edinburgh's Volunteering, including the support, supervision and on-going training opportunities for volunteers.
- Work alongside the Volunteer Peer Support Group to organise their programme of support, learning & development, and social activities.

### **Working in Partnership**

- Liaise and communicate with referrers and other professionals to achieve the best outcome for families 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.