



## **Job Description:**

### **Senior Co-ordinator (Evaluation & Impact)**

The Senior Co-ordinator will be focused on supporting our activities across Home-Start Edinburgh to make a meaningful difference to families in Edinburgh, so children can have the best start in life. This will include oversight of monitoring and evaluation activities and using data to inform the development of our work. Specifically, this post will be responsible for the monitoring and evaluation of 'The Family Hubs' - a cross-sectoral, multi-disciplinary project funded by Scottish Government's Whole Family Wellbeing Fund through Edinburgh's Children Services Partnership.

**Employer:** Home-Start Edinburgh  
**Accountability:** Chief Executive, Home-Start Edinburgh  
**Direct Reports:** Administrator, Community Engagement Co-ordinator, Volunteers

#### **Main Responsibilities**

##### **The Family Hubs**

- Develop and implement clear data gathering and sharing process across the collaboration
- Provide performance information and ensure clear and effective communication with the Lead Organisation
- Support the reporting requirements through monthly reporting initially. Frequency of reporting can be reviewed, and proposed changes agreed with the Project Group
- Support the quality assurance of individual organisation's data, collating data across the collaboration and reporting to the WFWF, in conjunction with the Lead partner
- Utilise front line knowledge, experience, and contacts to shape future services in line with best practice
- Support the coordination of partnership meetings alongside the Lead partner
- Work with and liaise with partner agencies to ensure shared vision and approach
- Assess the level of need within any target population
- Work with children and young people to ensure that the service design meets their needs ensuring this is more of a dialogue rather than a consultation
- Work with other WFWF collaborations to improve the service and review data from across Edinburgh

##### **Data Management**

- Oversight of our client database 'CharityLog' including:
- Training and support to staff in the use of CharityLog;
- Quality assurance of data and use;
- Maintenance of support materials.
- Regular reporting from CharityLog for the purpose of improvement activities, reporting to the Board & Funders, and contributing to external advocacy; and,
- Supporting the gathering of qualitative data including evaluations, hearing child & parent voice, volunteer feedback and forums, and other activities.

##### **Developing the services**

- Support teams to use data to reflect on service delivery, through regular reports and meetings.

- Co-ordinate improvement plans and activities across the service, alongside the two other Senior Co-ordinators, ensuring that the voice of children, families and volunteers is integrated into how we work.
- Keep abreast of local and national policy and guidance to align our work with best practices.

### **Supporting the organisation**

- Deputise for the Chief Executive in their absence, with other Senior Co-ordinators.
- Work with the Senior Leadership Team 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.
- 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.
- Work with the Senior Leadership team to ensure the scheme maintains an effective team of volunteers.
- Contribute to evaluation and strategies relating to volunteer recruitment and support.

### **Staff Management & Leadership**

- Provide leadership and effective day-to-day management of the staff, 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.

### **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.