

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



Job Description Family Support Co-ordinator

Edinburgh

Salary: £28,591 – £30,315, pro rata for part time staff

Hours: 20 hours per week

Employer: Home-Start Edinburgh

Accountability: Senior Co-ordinator, Volunteering

Direct Reports: 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.
- Support families referred to Home-Start Edinburgh directly, and through a network of Home-Visiting Volunteers
- Contribute to the recruitment, training and support of Home-Start Edinburgh's volunteers
- Maintain high standards of practice in supporting families within the ethos of Home-Start.
- Ensure the management and support of both the Family Support Co-ordinators and 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

Support for families

- Receiving referrals and assessing needs of families.
- Introducing families to appropriate support.
- Visiting families in their own homes to offer one to one support.
- Ensuring support to families is reviewed at regular intervals and at the end of Home-Start support.
- To undertake designated responsibilities for safeguarding and promoting children's welfare.

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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 and introduce them to families.
- Provide support, supervision and on-going training opportunities for volunteers.
- Work alongside the Volunteer Peer Support Group to organise their programme of talks, activities etc.

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.