

Job Description	Family and Volunteer Coordinator
Employer	Home-Start Stroud and Gloucester
Hours of work	26 hours ongoing employment will be subject to availability of sufficient funding
Responsible to	Senior Coordinator

Purposes of the job

- To maintain high standards of practice in supporting families within the Home-Start model and ethos.
- To ensure equality of opportunity, fairness and diversity in all aspects of the scheme's work.
- Implement good child protection practice in all areas of work
- To contribute to the effective day to day operation of the scheme in accordance with the Home-Start Memorandum & Articles of Association, Home-Start, Standards & Methods of Practice, Home-Start Agreement and Quality Assurance Standards.

Main Responsibilities

Support for families

- Receiving referrals and assessing needs of families. across Stroud and Gloucester.
- Introducing families to appropriate support.
- Ensuring support to families is reviewed at regular intervals and at the end of Home-Start support, in line with current Home-Start guidance
- Providing direct support to families when there are no volunteers available.
- To attend professional group meetings when necessary in order to support families and promote good working relationships with other agencies working alongside the family.
- To undertake designated responsibilities to safeguard and promote children's welfare.

Managing Volunteers

- Recruiting, selecting and preparing suitable volunteers.
- Matching and introducing volunteers to families.
- Providing support, supervision and initial and on-going training opportunities for volunteers.

Running groups

- Working with the Group lead coordinator to help run groups.
- Introducing families who attend the groups to appropriate further support.
- Setting-up, running and evaluating group sessions.
- Ensuring support to families is reviewed in line with current Home-Start guidance
- To undertake designated responsibilities to safeguard and promote children's welfare.

Supporting the work of the scheme

- Undertaking work as delegated by the Senior Coordinator to support the strategic management, development and future funding of the scheme.
- Supporting the implementation and review of all Home-Start policies and procedures.
- Complying with the scheme's administration, monitoring and financial systems.
- Promoting the work of the scheme, as required by the Manager.
- Contributing to and supporting the development of the Home-Start network locally, regionally and nationally.

Working in Partnership

- Ensuring appropriate liaison with referrers and other professionals
- Networking appropriately within the community.

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.

This job description is current as at July 2021