

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

Job Description – Family/Volunteer Co-ordinator

Job Title: Family/Volunteer Co-ordinator

Employer: Home-Start CHAMS, Longley House 2, International Drive, Southgate Avenue, Crawley, West Sussex, RH10 6AQ

Hours of work: 23 hours a week

Responsible to: The Scheme Manager

Responsible for: No paid staff

Purposes of the job

- 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.
- To maintain high standards of practice in supporting families within the Home-Start model
- To ensure equality of opportunity, fairness and diversity in all aspects of the scheme's work.
- To implement good safeguarding practice in all areas of work

Main work contacts

- Work in close co-operation with the Manager and other Co-ordinators
- Work in partnership with the Early Years Service, nurseries, pre-schools and reception class teachers and other family support agencies.
- Work in consultation with Home-Start nationally and locally, contributing to the development of Home-Start.

Key areas and main tasks of the job:

Supporting the work of the scheme

- Working co-operatively with the Manager to support the strategic direction and development of the scheme in particular relating to Big Hopes Big Future
- Supporting the implementation and review of all Home-Start policies and procedures.
- Ensuring inclusion, fairness and diversity in all aspects of the project's operation and work.
- Complying with the scheme's administration and monitoring systems.

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- Promoting the work of the project and the scheme as required by the Scheme Manager

Support for children

- Receiving referrals and assessing needs of individual children and their families
- Introducing children and families to appropriate support
- Ensuring support is reviewed at regular intervals and at the end of Home-Start support in line with current Home-Start guidance
- Undertaking designated responsibilities to safeguard and promote children's welfare.

Managing Volunteers

- Recruiting, selecting, training and supervising volunteers.
- Matching and introducing volunteers to families
- Contributing as directed to the delivery of the Home-Start Preparation Course to a high standard to all prospective volunteers
- Providing support and on-going training opportunities for volunteers.

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 August 2018