

HOME-START COTSWOLDS
JOB DESCRIPTION – GROUP COORDINATOR



Job Title:	Group Coordinator
Employer:	Home-Start Cotswolds, c/o Cirencester Baptist Church, Chesterton Lane, Cirencester, Glos GL7 1YE
Contract type:	12 months fixed term
Hours of work:	20 hours per week (predominantly term time)
Salary:	£23,541 pro rata (National Joint Council point 15)
Responsible to:	Senior Coordinator
Location:	Working across the Cotswold District Council area

Key objectives:

1. 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.
2. To lead the development, planning, and delivery of a programme of family group support across the Cotswolds. To manage a team of volunteers supporting the group programme.
3. To ensure partnership working with local agencies to maintain overview of local needs and resources.

Main responsibilities:

1. Supporting the work of the scheme

- Working cooperatively with other members of staff to ensure the strategic management, development, and future direction of the group work programme.
- Complying with Home-Start Cotswolds' administration, monitoring and financial systems.
- Promoting the work, ethos, and practice of the scheme, with specific regard to the group service.
- Contributing to and supporting the development of the Home-Start network locally, regionally, and nationally.
- Complying with Home-Start Cotswolds policies and procedures in all aspects of work.

2. Support for families through Group Work

- Responsibility for planning and running the group programmes, ensuring a programme of relevant activities is planned, resourced, risk assessed and documented.
- Planning and facilitating a programme of Reconnect groups (supporting mental wellbeing of referred mums).
- Planning and facilitating postnatal groups across our area of operation.

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

- Ensuring group support to families is reviewed at regular intervals during and at the end of support, in line with monitoring requirements using outcome measurement tools.
- Building a referral base for the groups with local organisations.
- Receiving and evaluating referrals and undertaking home assessment visits where applicable.
- Providing appropriate and engaging resources and session content to encourage positive interaction between group members and between parents and their children.
- Managing group volunteers, providing induction, supervision, and support.
- Contributing to the scheme's recruitment and training of volunteers.
- Maintaining records and providing reports in accordance with Home-Start requirements.
- Implementing good safeguarding practice in all areas of work and undertaking designated responsibilities to safeguard and promote children's welfare.

3. Working in Partnership

- Networking within the community to promote the group work.
- Engaging local organisations in contributing to the programme.
- Building and maintaining strong links with statutory maternity, health visiting, mental health services.
- Attending relevant meetings as required.

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.

Any major changes in this job description will be negotiated.

This post is subject to an enhanced DBS check and requires the use of a vehicle.

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