

HOME-START COTSWOLDS
JOB DESCRIPTION – FAMILY AND VOLUNTEER COORDINATOR



Job Title: Family and Volunteer Coordinator
Employer: Home-Start Cotswolds,
c/o Cirencester Baptist Church, Chesterton Lane,
Cirencester, GL7 1YE
Contract type: Permanent
Hours of work: 25 hours per week
Salary: £26,500 pro rata
Responsible to: Senior Coordinator
Location: Working predominantly across the North Cotswold area

Home-Start Cotswolds is a voluntary organisation committed to promoting the welfare of families with at least one child under five years of age. Volunteers offer regular support, friendship and practical help to families going through difficulties, helping to prevent family crisis and breakdown. Family and volunteer coordinators manage and supervise the volunteer support and work directly with families themselves.

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.
- To 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 the North Cotswolds.
- Introducing families to appropriate support (such as signposting to specialist services or matching a family with volunteer support or referring into our in-house group service).
- Ensuring support to families is reviewed at regular intervals and at the end of Home-Start support, in line with current Home-Start guidance.
- Ensuring records of support and actions are regularly and accurately recorded.

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

- Attending professional group meetings, when necessary, 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.
- Contributing to the delivery of initial training for new volunteers.
- Matching and introducing volunteers to families and overseeing the support.
- Providing support, supervision, and on-going training opportunities for volunteers.
- Developing and delivering training for volunteers.

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 of all Home-Start policies and procedures and the Quality Assurance process.
- Complying with the scheme's administration, monitoring and financial systems.
- Promoting the work of the scheme, as required by line 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.