

Group Co-ordinator

Hours: 14 per week (term-time), delivered across four Sessions, 3.5 per session Wednesday am, Thursday am & pm and Friday am

Locations: Sunbury, Ashford, Staines and Stanwell



Salary: £28,739 pro rata (hourly rate £14.89)

(Including Inner fringe allowance)

Contract: Fixed-term until December 2026, with the possibility of extension subject to funding

Home-Start Spelthorne is a voluntary organisation who is committed to supporting families with young children through challenging times.

We are seeking a warm, motivated Group Co-ordinator to lead our Baby Bubbles and Stay & Play sessions across the borough.

Reporting to the Family Support Manager, the successful candidate will lead the delivery of our Baby Bubbles and Stay & Play groups across Spelthorne and will supervise a small team of dedicated volunteers.

You'll plan and deliver fun, inclusive and developmentally-appropriate group sessions, ensuring families feel welcomed, supported and safe. You'll also guide a small team of volunteers, maintain records, and help promote Home-Start within the community.

The ideal candidate will have:

- A good standard of education and IT skills
- An understanding of the needs of children and families
- A good understanding of the importance of safeguarding and confidentiality
- Confidence working independently in a busy environment
- Excellent interpersonal skills for 1-1 and group work
- Use of own car to travel between venues (expenses will be paid)

The successful candidate will receive a full induction and ongoing training

If you are interested in applying for this role an application form, job description and person specification can be obtained by contacting Home-Start Spelthorne on telephone no. 01784 463200 or by email to info@home-startspelthorne.org or visit our website: www.home-startspelthorne.org

Closing date for applications: Thursday 12th March 2026 (midnight)

Any offer of employment will be subject to a satisfactory Disclosure and Barring Service check

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

Home-Start Spelthorne is committed to equality of opportunity and diversity.

Registered Charity no.1160026