

Home-Start Spelthorne

JOB DESCRIPTION – Group Co-ordinator

Job Title:	Group Co-ordinator – Baby Bubbles & Stay and Play
Employer:	Home-Start Spelthorne, The Resource Centre, Staines Park, Commercial Road, Staines-upon-Thames, Middlesex. TW18 2QJ
Hours of work:	14 hours delivered across four sessions (3.5 per session) on Wednesday am, Thursday am & pm and Friday am, term-time only
Location:	Spelthorne Borough –Baby Bubbles (Sunbury), Stay & Play venues (Ashford, Staines and Stanwell)
Responsible to:	Scheme Manager
Responsible for:	Group Volunteers

Purposes of the job

- To lead and deliver Home-Start Spelthorne's Baby Bubbles and Stay & Play groups in line with Home-Start policies, procedures and ethos.
- To ensure groups are welcoming, safe, inclusive and responsive to the changing needs of families.
- To maintain high standards of practice in supporting families.
- To implement robust safeguarding practice in all areas of work.
- To contribute to the effective day-to-day operation of Home-Start Spelthorne in accordance with Home-Start Standards & Methods of Practice and Quality Assurance requirements.
- To promote the work, values and ethos of Home-Start within the local community.

Main Responsibilities

Group Delivery

- Plan, manage and deliver Baby Bubbles and Stay & Play groups with the support of the Family Support Co-ordinator, ensuring they are supportive, stimulating and developmentally appropriate for babies, children and parents.
- Prepare a varied programme of activities that reflect cultural diversity and, where appropriate, includes external speakers or specialist sessions.
- Ensure group environments are well-equipped, safe, welcoming and inclusive.
- Encourage families to contribute to group development and provide opportunities for feedback and evaluation.
- Maintain accurate and timely records including attendance.

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

Working in Partnership

- Promote Home-Start Spelthorne within the community and encourage professional engagement with the groups.
- Network appropriately to strengthen local partnerships and raise awareness of the service.

Supporting Volunteers

- Provide guidance and support to Group volunteers.
- Identify roles for volunteers within the groups and support their involvement in delivering high-quality family support.

General Responsibilities

- Attend team meetings and contribute to planning and delivering family events such as outings, celebrations and seasonal activities.
- Comply with all administrative, monitoring and financial systems.
- Undertake risk assessments for venues, activities and families, taking appropriate action to mitigate risks.
- Contribute to the strategic development of group services and future funding opportunities as delegated by the Scheme Manager.

Managing the Wider Context

- Promoting the schemes profile, ethos and practice
- Contributing to the development of Home-Start locally, regionally and nationally.

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 substantial or major changes will be negotiated.