



## Home-Start Omagh District Family Group Coordinator Job Description



### Omagh District

**Job Title:** Family Group Coordinator for the Home-Start Omagh Outreach Project (HOOP)

**Employer & Employer Location:** Home-Start Omagh District, MACCA Resource Centre, 21a Knockshee Park, Omagh BT79 PH

**Family Group Schedule (subject to change):**

- **Dromore/Trillick Families:** Sessions scheduled for Monday mornings.
- **Coolnagard Families:** Sessions scheduled for Tuesday mornings.
- **Beragh/Sixmilecross Families:** Sessions scheduled for Wednesday mornings.

**Hours of Work:** 25 hours per week with occasional evening work, 4-year fixed term contract. (This post has been funded by the National Lottery Community Fund NI)

**Salary:** NJC Scale 5 points 12-13; starting at point 12, £27,711 annum pro-rata, £14.46 per hour

**Responsible to:** Scheme Co-ordinator

**Responsible for:** Family group workers and family support volunteers

### Purposes of the job

- Support families using listening, empathy, and communication skills to work directly with Home-Start supported families and provide them with the skilled practical help and support they need
- Maintain high standards of practice in supporting families within the Home-Start model
- Establishment and management of family groups in the 3 key areas of Coolnagard, Sixmilecross & Beragh and Dromore & Trillick
- Support and supervision of Family Group Workers

### Main Responsibilities

#### Supporting the work of the Scheme

- Contribute to the effective day to day running of the HOOP project in accordance with the Home-Start standards and methods of practice, Home-Start agreement and quality assurance standards
- Supporting scheme co-ordinator in ensuring equality of opportunity, fairness and diversity in all areas of work
- Contributing to and supporting the development of the Home-Start network locally, regionally and nationally
- Promoting the work of Home-Start Omagh District as required by the scheme manager

#### Support for families

- Maintaining an overview of all work with families within the project
- Manage own case load of families supported through family groups, and model good practice in family support
- Receiving referrals to family group and assessing needs of families
- Ensuring support to families is of a high standard in accordance with Home-Start's model, policies and procedures and that support is reviewed at regular intervals
- Ensure adequate records are kept of group support offered to each family and prepare relevant reports as required

NI Charity Commission No: NIC 105732

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

- Undertake designated responsibilities to safeguard and promote children's welfare

### **Managing Family Groups**

- Work with the HOOP co-ordinator and family group workers to organise and facilitate family group sessions
- Ensure family group administration records are maintained to a high standard
- Identify families attending group that require additional support and signpost to most appropriate service
- Organise guest speakers or presentations by agencies to family groups with the group's consensus
- To be responsible for purchase of new equipment, replacement of equipment, buying of food, cleaning materials as required by the groups.

### **Working in Partnership**

- Ensuring appropriate liaison and communication with referrers and other professionals
- Networking appropriately within the community to promote the project and ensure targets are achieved
- Work collaboratively with other support organisations to ensure families' needs are met

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.

## Person Specification

<b>Person Specification</b>	<b>Essential</b>	<b>Method of Assessment</b>
<b>Family Group coordinator</b>		
<b>Education and Qualifications</b>		
Educated to a Level 3 or higher qualification in Early Years, Childcare, or Social Care or in a related discipline (e.g., health visiting, nursing, midwifery, teaching)	✓	A, I,
<b>Employment History</b>		
Demonstrate previous people management experience	✓	A, I,
Relevant employment in similar work environment	✓	A, I,
<b>Managing HOOP Family groups</b>		
<b>Experience of organising and facilitating family group sessions, including risk assessment and associated record keeping</b>	✓	A, I,
<b>Experience of the record keeping and administration of family group records</b>	✓	A, I,
Experience of purchasing new equipment, and ensuring the replacement of equipment	✓	A, I,
Ability to prepare and present reports and statistical information	✓	A, I,
<b>Supporting Families</b>		
Understanding of the needs of families with young children	✓	A, I
Knowledge of safeguarding best practices including professional confidentiality	✓	A, I
Knowledge of current legislation and policies relating to children and families in NI	✓	A, I,
<b>Managing Others</b>		
Ability to lead a team	✓	A, I
Knowledge of recruitment and selection procedures for staff	✓	A, I
Experience of recruitment, selection, induction and management procedures for paid staff	✓	A, I,
Ability to work with scheme coordinator to deliver training	✓	A, I,
<b>Working in Partnership and in the Wider Context</b>		
Knowledge of the roles of agencies providing services for children and families	✓	A, I,
Promotional skills	✓	A, I,
<b>Self-Management/Personal Attributes</b>		
Interpersonal skills	✓	A, I
A positive and creative approach to tackling tasks	✓	A, I,
Commitment to good safeguarding practice	✓	A, I

Knowledge of and commitment to equal opportunities and anti-discriminatory practice	✓	A, I
Understanding of the need for professional confidentiality	✓	A, I
Good written and verbal communication skills	✓	A, I,
Negotiating skills	✓	A, I,
<b>Special Requirements</b>		
Able to work flexibly, some evening or weekend work and occasional residential training	✓	A, I
Appropriate IT skills and experience of using different databases, accounting packages and software	✓	A, I
Willingness to access training opportunities	✓	A, I
Car driver	✓	A
Eligibility to work in the UK	✓	A
<b>Desirable</b>		
Relevant professional training, for example, Health Visitor, Social Worker	✓	A
Experience of managing a National Lottery funded project or similar	✓	A, I
Experience of work in the voluntary sector	✓	A, I
Training qualification at Level 3 or above	✓	A

Application, Interview