



Home-Start Omagh District Scheme Coordinator Job Description



Omagh District

Job Title: Home-Start Omagh District Scheme Co-ordinator

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

Hours of Work: 35 hours per week (This position is partially funded by the National Lottery Community Fund)

Funding for position:

25 hours permanent and funded by Western Health & Social Care Trust

10 hours funded by the People & Communities Fund as part of the 4-year Home-Start Omagh Outreach Project (HOOP)

Salary: NJC Scale 23-27; starting at point 23, £33,366 annum pro-rata, £17.34 per hour

Responsible to: The Board of Trustee

Purpose of the Job

- Ensure the effective day-to-day management of the scheme in accordance with Home-Start's Memorandum & Articles of Association, Standards and Methods of Practice, Agreement, and Quality Assurance Standards.
- Maintain high standards of practice in supporting families within the Home-Start model.
- Promote equality of opportunity, fairness, and diversity in all aspects of the scheme's work.
- Ensure good safeguarding practices in all aspects of the scheme's work.

Main Responsibilities

Managing the Scheme

- Report to and support the Board of Trustees in the strategic management, development, and future funding of the scheme.
- Fulfil the role of Company Secretary as required.
- Support the trustees in ensuring bids or tenders are adequately costed and risk assessed, and that contracts or SLAs are delivered and targets met.
- Implement and review all Home-Start policies and procedures.
- Ensure effective administration, monitoring, and financial systems are in place.
- Assist the Board of Trustees in the recruitment, selection, induction, and management of new staff.
- Promote the work of the scheme externally.
- Contribute to and support the development of the Home-Start network locally, regionally, and nationally.

Support for Families

- Manage a caseload of supported families and volunteers.
- Receive referrals and assess the needs of families.
- Ensure support to families is of a high standard, in accordance with Home-Start's model, policies, and procedures.

- Undertake the Strategic Lead role and designated responsibilities to safeguard and promote children's welfare.

Managing Volunteers

- Maintain an effective team of volunteers.
- Match and introduce volunteers to families.
- Implement the scheme's policies and procedures in all aspects of work with volunteers, including recruitment, selection, preparation, support, and supervision.
- Deliver the Home-Start preparation course to prospective volunteers to a high standard.

Working in Partnership

- Liaise appropriately with referrers and other professionals.
- Network within the community.
- Contribute to local policy and community development as appropriate.



Management of the Home-Start Omagh Outreach Project (HOOP)

- Collaborate with the Family Group Coordinator to develop action plans for family groups, including risk assessment criteria, health and safety assessments, family group registration procedures, and monitoring and evaluation paperwork.
- Purchase necessary play resources and equipment for each group setting.
- Track all expenditures and present monthly reports to both the National Lottery and the trustees.
- Write press releases and disseminate publicity materials to local groups and agencies to increase project visibility.
- Collaborate with external providers appointed to conduct project evaluations, ensuring all necessary data is available.
- Provide ongoing support and supervision to HOOP staff to ensure effective project implementation.
- Recruit and train family group volunteers and provide continuous supervision to ensure their effectiveness.
- Serve as a backup in the event of staff absences due to illness, medical appointments, or holidays.
- Collaborate with external evaluators to finalize project evaluations and compile comprehensive final reports to stakeholders, including the National Lottery and trustees.
- Ensure all project activities are completed and documented and conduct reviews and assessments to capture lessons learned and best practices.
- Develop plans for the sustainability of project outcomes and identify potential funding sources and partnerships to continue supporting family groups.
- Organize events or initiatives to recognize and appreciate the contributions of staff and volunteers and provide feedback and performance reviews.
- Ensure all resources and equipment are accounted for and properly maintained.
- Maintain clear and consistent communication with all stakeholders, providing updates on project outcomes and future plans.

The post holder may be required to undertake any other duties that fall within the nature of the role as detailed above.

NI Charity Commission No: NIC 105/32

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

This job description is current as of May 2025.

Person Specification	Essential	Method of Assessment
Education and Qualifications		
Educated to Diploma level (level 4) or above in a related discipline which may include business management or related professional qualification (e.g., health visiting, nursing, midwifery, social work)	✓	A, I, P
Employment History		
Demonstrate previous people and budget management experience	✓	A, I, P
Relevant employment in similar work environment	✓	A, I, P
Managing the Scheme		
Knowledge of the voluntary sector and the roles and responsibilities of voluntary management committees	✓	A, I, P
Ability to undertake strategic management, planning, budgeting and prioritising	✓	A, I, P
Knowledge of voluntary sector funding processes with ability to negotiate and secure funding and operate successful fundraising initiatives	✓	A, I, P
Excellent presentation skills with ability to prepare and present reports and statistical information	✓	A, I, P
Supporting Families		
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, P
Managing Others		
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, P
Ability to develop and deliver training	✓	A, I, P
Working in Partnership and in the Wider Context		
Knowledge of the roles of agencies providing services for children and families	✓	A, I, P
Promotional skills	✓	A, I, P
Self-Management/Personal Attributes		
Interpersonal skills	✓	A, I

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A positive and creative approach to tackling tasks	✓	A, I, P
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, P
Negotiating skills	✓	A, I, P
Special Requirements		
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
Desirable		
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

Key: A- Application Form, I-Interview, P-Presentation