

# Job Description - Home-Start Trafford, Salford & Wigan Coordinator

**Job Title:** Coordinator

**Employer:** Home-Start Trafford, Salford and Wigan (HSTSW), Stretford Early Help Hub, 9 Poplar Road, Stretford, M32 9AN

**Responsible to:** Senior Management Team

**Base:** HSTSW's offices at Stretford Early Help Hub (when they reopen); working from home, and out in the community as appropriate

## **Main work contacts**

To work with families and volunteers.

To work in close co-operation with the full HSTSW staff team the Managing Director/Deputy Manager and Trustees  
Multi-agency working

## **Main purposes of the job**

To increase the ability of families being able to cope through coordinating volunteer support, for approx. 37 families per annum based on working 37 hrs. a week.

Recruit, train, and appropriately place, monitor and supervise a team of volunteers.

Contribute to meeting outcomes and requirements of funders.

## **Key areas and main tasks of the job**

### **Supporting families**

To generate and process requests for support and assess the needs of families, which for Trafford resident families will include instigating EHAs (Early Help Assessments), and agreeing outcomes the families would like to achieve, i.e.. Improve their coping scores.

To introduce families to appropriate volunteer support and adhering to relevant HSTSW policies and procedures.

To undertake occasional support direct with families if necessary.

To ensure support to families is reviewed at regular intervals and at the end of Home-Start Trafford, Salford & Wigan support, alongside appropriately closing EHAs.

To undertake the designated responsibilities in relation to safeguarding and promoting children's welfare including attendance at family support meetings. Also being part of the EHA process, and adhering to child protection requirements, as necessary.

### **Managing Volunteers**

To recruit, select and manage a team of volunteers including DBS checks and training.

To appropriately match and introduce volunteers to families.

To provide support, supervision and on-going training opportunities for volunteers.

To contribute to the preparation, administration and delivery of internal and external training courses for volunteers.

**Training**

To undertake as appropriate –supervision, review and professional training and development.

**Administration**

Take responsibility for administration with regards to managing volunteers and families.

**Other**

To promote the scheme, its profile, ethos and practice.

To follow Home-Start Code of Conduct

To ensure that equal opportunity principals are applied at all times.

To ensure that the organisation is compliant with Health and safety legislation.

To maintain all appropriate case management systems according to Home-Start Trafford and Salford guidelines.

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

The post holder will be set tasks and objectives which will be managed and assessed regularly by their line manager.

Any substantial or major changes will be negotiated between the Board of Trustees (Employer), Managing Director and the Coordinator (employee).

This job description is current at **March 2024**