

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



## **Job Description**

**Job Title:** Best Start Worker

**Employer:** Home-Start North Somerset, BadgerHouse, Oldmixon Crescent,  
Weston super Mare, BS24 9AY

**Contract:** Permanent

**Location:** Based at the Weston-super-Mare office with travel throughout North Somerset.

**Salary range:** LGA scale 8, starting salary £24,702, 24 hours pro rata

**Hours of work:** 24 hours per week

**Responsible to:** Senior Organiser

## **Purposes of the job**

The main objective of this post is to coordinate a volunteer-led home visiting support service for families mostly in the antenatal and perinatal period.

The Coordinator will work as an integral member of the Home-Start team as well as wider teams of professionals from universal and specialist services to provide a coordinated response to families' needs. They will assess need and carefully match volunteers with families. The Coordinator will have an understanding of recruiting, carefully selecting and working with volunteers to ensure they feel supported and fully trained to offer effective support to families in order to get the best outcomes for the family and in particular the children. The Coordinator will be experienced in working with families and have an understanding of challenges they face. They will be skilled in recognising and responding to safeguarding concerns.

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## **Main Responsibilities**

### **Support for families**

- Introduce families to appropriate support, including Home-Start volunteers and support from other agencies.
- Ensure support to families is reviewed at regular intervals and at the end of Home-Start support, in line with current Home-Start guidance.
- Undertake designated responsibilities to safeguard and promote children's welfare.
- Maintain high standards in supporting families within the Home-Start model.
- Ensure equality of opportunity, fairness and diversity in all aspects of work.
- Adhere to data protection and information sharing policy and procedure.
- Be responsible for working at all times within the appropriate Safeguarding guidelines.
- Carry out thorough risk assessments to protect the safety of yourself and volunteers when visiting families in their own homes.
- To plan and organise own workload. This includes receiving referrals, liaising and co-working with colleagues, record keeping and prioritising and planning support.
- Support families during the ante natal and perinatal period.
- Some one to one support working directly with families.

### **Managing Volunteers**

- Contribute to regular volunteer recruitment drives as actioned by line manager to attract sufficient numbers of volunteers.
- Carry out robust selection of volunteers in line with Home-Start's procedures to ensure quality and safety.
- Contribute as directed to the delivery of the Home-Start preparation course in full and to a high standard to train prospective volunteers
- Give careful consideration to and appropriately match volunteers to families.
- Support volunteers to engage families in a range of activities designed to build their resilience and support networks, and improve whole family well-being.

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- Provide support and supervision for volunteers, alongside informal support contact.
- Ensure volunteers submit regular, high quality records of the support to families.

### **Working in Partnership**

- Ensure appropriate liaison with referrers and other professionals.
- Develop a strong relationship with early years providers.
- Share and learn from others best practice in supporting families during the early years.
- Network appropriately to promote the service and attract volunteers within the community and developing a good knowledge of local services, conditions and needs in order to deliver a high quality, responsive service for parents and children.

### **Supporting the work of the scheme**

- Contribute to the effective day to day operation of Home-Start in accordance with the Home-Start Memorandum & Articles of Association, Home-Start, Standards & Methods of Practice, Home-Start Agreement and Quality Assurance Standards. Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.
- Undertake work as delegated by the Senior Organiser to support the strategic management, development and future funding of Home-Start.
- Support the implementation and review of all Home-Start policies and procedures.
- Comply with Home-Start's administration, monitoring and financial systems.

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.

This job description is current as at November 2023