

Vacancy 1: Family Support Coordinator

Reporting to: Head of Scheme.
Duration: 24-month fixed-term contract.
Salary: £12,222.80 (pro-rata) – 14 hours per week.
Location: Across all HSG centres.
Staffing: None.

Job Purpose

The role purpose is to contribute to the effective day to day operation of the scheme in accordance with Home Start's Standards of practice and Quality Assurance Standards, in supporting families with at least one child under 5 years. The role also involves assisting with the training and direct supervision of volunteers to provide weekly support to families and implement best safeguarding practice in all areas of work.

Key accountabilities

- Undertake work as delegated by the Scheme Manager to support strategic management, development, and future funding of the scheme.
- Work within the scheme's administration and monitoring.
- Operate with a caseload of children and families allocated, assess needs of the families and offer appropriate advice and support to address the needs identified.
- Ensure support to families is reviewed at regular intervals and at the end of Home- Start support, in line with current Home Start guidance.
- Provide one to one support to families and signpost and/or refer families to partner voluntary or statutory services when/as appropriate.
- Attend Team around the Child Family and multiagency meeting's when/as appropriate.
- Identify and act on safeguarding issues and have a clear understanding of the boundaries of professional relationships.
- Contribute to the provision of social events and day trips for Home Start families and volunteers.
- To support with recruiting, training, and mentoring/supervising volunteers.

Skills and experience

- Experience in working with families and volunteers to offer a high standard support service and to improve outcomes for children and families.
- Previous use of Microsoft Office and databases.
- Experience in recruiting, training and mentoring volunteers.
- Ability to work effectively with the team of staff and volunteers, as well as with the wider team.
- Good organisational skills
- Ability to use own initiative and organise own workload in consultation with Manager.

Vacancy 2: Project Development Coordinator

Reporting to:	Head of Scheme.
Duration:	Rolling funded project - Empowering Parents, Empowering Communities (EPEC)
Salary:	£26,191.71 (pro-rata) – 30 hours per week.
Location:	Across all HSG centres.
Staffing:	None.

Job Purpose

To lead in the development and delivery of the EPEC project by promoting, recruiting, and managing Volunteer Parents Leaders (VPL) to deliver training to parents with children, aged two to eleven, in need of support to enhance their personal and parenting skills.

To provide project management, mitigation planning, coordination, administrative and participatory competencies to harness the EPEC project deliverables and to work collaboratively with partners as well as to develop new partnerships and upscaling the project to the wider Greenwich Borough communities

Key accountabilities

- Promote, market and recruit Volunteer Parent Leaders (VPL) for the EPEC training programme.
- Facilitate and deliver the training to VPL.
- Work closely with Scheme Coordinators and the Wider Home Start Greenwich to deliver EPEC framework to parent identified for training and support.
- Work in partnership and liaise with educational sectors / local/ mainstream and statutory organisations and Wider Home- Start Greenwich Organisation to ensure that the EPEC programme is well understood to foster and attract the recruitment of parents with children aged two to eleven.
- Provide regular briefings, support and updates to scheme coordinators and other key partners to ensure that they are informed about and engaged with the VPL.
- Lead and contribute to the overall success of the EPEC project by performing other essential duties and responsibilities as assigned or directed.
- Identify parents who are facing multiple vulnerabilities (for example isolation, limited family support, poverty, poor preparation for motherhood, mental/physical health problems, disabilities, and exclusion).

Skills and experience

- Experience and competencies in coordinating, facilitating training, and development, recruitment, planning, community engagement.
- Project management and oversight.
- Knowledge of parenting practices and the ability to engage with parents from diverse cultures, ethnic, religious belief, disabilities, whilst demonstrating a firm understanding that the welfare of the child is paramount
- Experience in early Intervention, parenting support and engagement.
- Family support, safeguarding knowledge.
- Working in partnership with key stakeholders', ability to develop new partnerships and upscaling projects.
- Communication skills, with the ability to write and engage clearly for a range of audiences and context.
- Administrative and computer application skills.

Vacancy 3: Lead Practitioner

Reporting to: Nursery Manager.
Duration: 35 hours per week permanent.
Salary: £25,286.00 (compressed 4-day week),
Location: Based at Plumstead Nursery.
Staffing: Practitioner team.

Job Purpose

To oversee the management of Home-Start Greenwich children's sites and staff and take a lead role in providing play and learning opportunities to meet the needs of children and families, ensuring a high-quality provision. The role operates at a Line Manager level within the context of a local charitable organisation delivering effective Family support and Early Years Childcare provision across the Royal Borough of Greenwich.

Key accountabilities

- Ensure effective management and supervision of Child Practitioners and Administrators to ensure high quality provision of services to staff.
- Ensure centres comply with regulatory requirements and identify potential risks and hazards in line with best practice and guidance as set out by early years management.
- provide high standards of care and education for Children in the centre and attend TACS, CIN, Safeguarding and Early helps meetings where appropriate.
- Lead on tracking of children in their provision, liaising effectively with parents/carers to inform them of their child's progress - promoting an inclusive environment for all children and families that reflects diversity and children's individual needs and ensures all children are effectively integrated into the activities.
- Carry out induction procedures with children and their families and maintain an environment that promotes physical, emotional, and social development for children of differing ages and abilities, through a range of arts, crafts, games, and activities, both indoors and outdoors.
- Assist in developing and maintaining an environment that promotes physical, emotional and social development for children of all ages and abilities, through a range of arts, crafts, games and activities, both indoors and outdoors
- Participate in in-service and other training programmes as required and maintain personal and professional development to meet the changing demands of the post.

Skills and experience

- NVQ Level 3 in Child Development & Learning or equivalent.
- Experience of planning and supporting play provision supported by evidence-based approaches outlined in the Early Years Foundation Stage.
- Providing oversight, guidance, and support to a team of practitioners and administrators.
- Knowledge and understanding of safeguarding issues and procedures.
- Understanding of the Ofsted requirements / framework.

Vacancy 4: Child & Family Practitioner (2 posts)

Reporting to: Lead Practitioner/Nursery Manager.

Duration (post 1): 35 hours per week (compressed 4-day week), permanent.

Duration (post 2): 25 hours per week, maternity cover to 31st July 2023.

Salary: £20,343.62 – Band 1.

Location: Based at Plumstead Nursery.

Staffing: None.

Job Purpose

The prime purpose of the job is to work with Children and Families to deliver high quality sessions to enable them to access informal learning, play experiences and social activities which will empower and support parents/carers to become actively involved in their children's learning and development.

Key accountabilities

- To contribute effectively to the planning and provision of activities in relation to the Early Years Foundation Stage Guidance to provide positive outcomes for children.
- Together with the Early Years management team, to be responsible for the safety, security, and well-being of staff through following best practice, policies and procedures – dealing with any breaches swiftly and in an appropriate manner and escalating/notifying managers where appropriate.
- To help children develop positive relationships with adults and peers to enable them to play and learn effectively and increase their self-confidence and realise their potential.
- To be responsible for developing and maintaining an environment that promotes physical, emotional and social development for children of all ages and abilities, through a range of arts, crafts, games and activities, both indoors and outdoors.
- To be flexible within the working practices of Home-Start Greenwich and be prepared to help where needed to ensure a welcoming safe environment for the children and families attending. This may include setting out and clearing away play materials and equipment, cleaning equipment, putting bins out in order that a high standard of hygiene, safety and cleanliness is maintained at all times to ensure the health and safety of all children and families attending sessions.
- To actively promote an inclusive environment for all children and families that reflects diversity and children's individual needs and ensure all children are effectively integrated into the activities.
- To provide objective and accurate feedback to parents and signpost parents/carers to relevant services to enable them to access relevant help and support.

Skills and experience

- NVQ Level 3 in Child Development & Learning preferred.
- Experience of co-ordinating activities suitable for EYFS children.
- Post qualifying experience of working with children under 5 years of age and their families.
- Knowledge and understanding of safeguarding issues and procedures.
- Understanding of the Ofsted Children's Centre requirements framework.
- Able to accept and respond to the varying needs of families in a non-judgemental way.

HOW TO APPLY

To **apply for any of these roles**, please send a CV and covering letter to: HR@homestartgreenwich.org.uk
The application deadline is **Friday 9th December 2022.**

Home-Start Greenwich is an equal opportunities employer and champion of Equality, Diversity, and Inclusion. We recruit for the person most suited to the job and welcome applications from candidates of all backgrounds and sectors.

Candidates must have fluent spoken and written English and the right to work in the UK. The role will require an Enhanced DBS clearance and a suitable Disqualification by Association record.

In the event of a high level of applications, Home-Start Greenwich reserves the right to close the application deadline early. If you are interested in applying for this role, please ensure you submit your application at the earliest opportunity.