



We are currently recruiting passionate, innovative, imaginative early-year practitioners to join our inspiring team, who are united in creating a modern early-year setting that excites the children and gives them the freedom to play and grow as independent learners.

Here at Home-Start Greenwich, our enchanting play spaces embrace the wonders of loose parts play alongside our expansive outdoor area. Complete with Forest School, perfect for active children's exploration and learning. You will be an integral part of our Early Years team, setting the stage for curiosity and exploration, both indoors and outdoors.

You will be part of a team that takes pride in creating a nurturing environment that caters to all children's needs and acknowledges the diversity of each child's background, culture, and disabilities. At Home-Start Greenwich, people, passion, and ambition are at the heart of everything we do, if you want to inspire, motivate, and challenge children to be the best they can be, why not join our team?

## About Us

Home-Start Greenwich is an independent charity affiliated to Home-Start UK. We have been delivering in the Royal Borough of Greenwich for over 30 years!

We provide support to families and their children, around health, parenting and general well-being. We help families to access specialist services. We support parents as they grow in confidence, we help them to strengthen their relationships with their children and to widen their links with the local community.

Our staff and volunteers work hard to transform the life chances for children and families, as well as helping to provide welcoming, targeted and universal services to ensure the health and wellbeing of families and development of children.

We are committed to high quality staff and volunteer led activities, to deliver an exciting range of services that help parents to build better lives for their children.

## What We Do

To achieve our vision, we provide the following services:

- 1:1 Home-Visiting Service, delivered by volunteers offering weekly support to families in their own homes and into the community.
- Good quality childcare and early education through the running of nursery provision.
- Family Groups – facilitated by our Family Group Facilitator for particularly vulnerable and isolated families.
- Embedded volunteering and workforce development opportunities across our organisation.
- Children's Centre services, including a wide range of effective and creative services:
  - ✦ Employability & Training
  - ✦ Health & Social Care
  - ✦ Childcare
  - ✦ Food & Nutrition
  - ✦ Health & Well-being
  - ✦ Quality Play & Early Education Opportunities
  - ✦ Family Support
  - ✦ Quality Childcare

## Our Mission Statement

Home-Start Greenwich exists to see a society in which every parent has the support they need to give their children the best possible start in life.

As a community network of trained volunteers and expert support, we are dedicated to the provision of inclusive services that enable confident and positive parenting and fulfil each family's potential.

We are here for families when they need us most

# because childhood doesn't wait



# About The Role

|               |                                                                                                                                                  |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Job title:    | <b>Project Coordinator</b>                                                                                                                       |
| Reporting to: | Communication, Partnerships and Funding Manager                                                                                                  |
| Location:     | Brookhill Children's Centre<br>(this role may, however, involve home visits and be required to work across all Home-Start Greenwich (HSG) sites) |
| Hours:        | Permanent, Part Time (25 hours per week, 52 weeks)                                                                                               |
| Salary:       | £25,966 per annum                                                                                                                                |

## Job Purpose

The post holder will organise, facilitate and evaluate weekly family groups aimed at improving access, inclusion, and outcomes for Deaf parents/primary caregivers and communities. The role focuses on ensuring services are accessible, culturally appropriate, and aligned with Deaf awareness and communication needs, to enable them to develop peer networks.

The role will facilitate working in partnership with professional networks, actively promoting, marketing and outreaching in the wider community and across Children Centres to identify, engage and support Deaf parents /primary caregivers and providing opportunities for social engagement and community networking.

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.

This role is open to Deaf candidates and appropriate communication support (e.g. BSL interpreters, assistive technology or flexible communication methods) will be provided to enable full participation.

The role will also contribute to promoting Deaf awareness within the community and among partner agencies to support inclusive practice.

The role may provide occasional support on Saturdays to support family learning and health events.

## Job Context

Home-Start Greenwich is a registered charity committed to promoting the welfare of families with at least one child under 5 years of age. Volunteers offer regular support, friendship and practical help to families under stress in their own homes, helping to prevent family crisis and breakdown.

The Project Coordinator will actively recruit, train, supervise and support a team of volunteers. The post carries a high level of responsibility in ensuring that a quality service is offered to families through the team of trained volunteers.

Parenting experience, excellent communication skills (including the ability to work effectively using BSL and/or other accessible communication methods) and an understanding of the needs of vulnerable and disadvantaged children and their families are essential.

The role also involves working in partnership with local community, voluntary and statutory agencies to meet the needs of local families, ensuring inclusive communication for all.

## Key Accountabilities

### 1. Project Coordination

- To facilitate and coordinate weekly group activities for Deaf parents/carers, offering the opportunity of community learning and peer to peer network of support.
- To engage and support Deaf parents/primary carers and their children who may find it difficult to access appropriate local services and support.
- To identify Deaf parents/carers and their children who may experience difficulties or vulnerabilities and require additional support.
- To signpost and provide informed guidance to Deaf parents/carers about support and services in response to the identified family needs.
- To provide support and accurate information about parenting strategies, agreed desired outcomes with Deaf parents /caregivers and foster effectiveness of early child -parent relationship and parenting practice.
- To monitor, manage, supervise, and support volunteers' delivery of the services and project deliverable/standard expectations.

### 2. Stakeholder Engagement

- To work closely with the family support team in Home-Start and with other professionals to enable access to support for Deaf parents/carers and their children.
- To collaborate with voluntary community organisations, signposting, providing advice and ensuring community involvement is at the heart of the project's activity.
- To work in partnerships with social services, health visiting services, midwives and other agencies to support and engage Deaf parents to access services and improve their family outcomes.

### 3. Deaf Inclusion and Accessibility

- To ensure all project activities are accessible to Deaf participants (e.g., BSL interpreters, captioning, accessible materials).
- To promote Deaf awareness and inclusive communication practices across teams and stakeholders.
- To support the development of accessible resources and communications.
- To advocate for inclusive design in services and programmes.

### 4. Monitoring and Administration

- To keep up to date records of contacts and engagement with Deaf parents/carers, using appropriate computer systems and Data recording for monitoring and evaluation purposes.
- To prepare and produce accurate monitoring and evaluation reports.
- To collect and analyse feedback from Deaf participants and stakeholders in order to support the evaluation of project impact and outcomes.
- To contribute to reports and case studies for funders and commissioners.

### 5. Additional Requirements

- To be aware of the general organisational and legal requirements regarding Data General Protection Regulation (GDPR), Confidentiality Policy, Safeguarding, Confidentiality, Professional Boundaries etc
- To participate in training, coaching, mentoring, and supporting volunteer's development and growth to meet the organisational and project objectives.
- To undertake such other duties as may be necessary to further the works/ project objectives.

## Experience and Skills

### Essential - Qualifications/Experience

- Experience working with families and volunteers to offer high-standard support and improve outcomes for Deaf families and children.
- Excellent IT skills, including Microsoft Office and databases.
- Experience contributing effectively as a team member.
- Experience using evaluation and monitoring tools.
- Experience in recruiting, training and mentoring volunteers.
- Experience working in partnership with a range of agencies.

### Skills/Knowledge

- Awareness of Deaf culture and ability to promote Deaf awareness and inclusive communication practices.
- Good written and presentation skills; ability to communicate effectively using BSL and/or other appropriate communication methods.
- Ability to work effectively with staff, volunteers and partner agencies.
- Good organisational skills.
- Ability to use initiative and manage workload in consultation with a manager.
- Strong interpersonal skills and ability to build positive relationships.
- Ability to foster collaborative working across teams and agencies.
- Effective networking skills.
- Commitment to achieving objectives and delivering high-quality services.
- Cultural sensitivity and ability to build rapport in a multicultural environment.
- Creative problem-solving and ability to manage competing priorities.
- Ability to contribute to delivery of programmes and events.
- Understanding of safeguarding of children and vulnerable adults, and ability to comply with recent policies and procedures and a respect for family's needs for involvement in the sharing of information.

### Personal Qualities

- Passion for making a positive impact on the lives of children and their families.

### Other Requirements

- The role may require low to moderate physical activity, such as visiting homes and climbing stairs.
- The organisation will provide reasonable adjustments and communication support in line with the Equality Act 2010.

### Benefits of working for Home-Start Greenwich

|                                                         |                                     |                                  |                                                             |
|---------------------------------------------------------|-------------------------------------|----------------------------------|-------------------------------------------------------------|
| 25 Days Annual leave<br>+ 8 Bank Holidays<br>(pro rata) | Tech Scheme                         | Cycle Scheme                     | 50% Childcare<br>Discount at<br>Plumstead Nursery           |
| 5% Employer Pension<br>Contribution                     | Ongoing Training and<br>Development | Employee Assistance<br>Programme | High Street, Online<br>Stores and Leisure<br>Discount Cards |

### Inclusion Matters

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

Candidates must be based in the UK, have fluent spoken and written English and the right to work in the UK. Special consideration given to local candidates based in Southeast London.

# LET'S WORK TOGETHER

## How to Apply

Thank you for your interest in this role. To apply for this role please complete an application form on our website which can be found here [Join Us - Home-Start Greenwich](#). CV's will not be accepted.

HSG is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff working with children and vulnerable adults to share this commitment.

Safe recruitment is an important part of safeguarding and protecting children and vulnerable adults and it is essential that the assessment and selection of candidates for positions working or having regular contact with children and vulnerable adults is robust. Checks at an appropriate level will be undertaken prior to taking up employed work or voluntary activity.

Certain posts in HSG are exempt from the Rehabilitation of Offenders Act 1974 (Rehabilitation of Offenders Order 1978 in Northern Ireland). Whether a post is exempt or not will be clearly set out on the application form. If a post is exempt from the Act the candidate will be required to declare whether they/they has any convictions, cautions and bind overs, including any that would normally be regarded as spent. If a declaration is positive, details must be provided.

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Candidates must have fluent spoken and written English and the right to work in the UK.

We look forward to receiving your application.

