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| **Home-Start Knowsley**  55 Rupert Road, Huyton, L36 9TB  T 0151 480 3910  F 0151 489 9159  E info@homestartknowsley.org.uk  W www.homestartknowsley.org.uk |

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| Home-Start Knowsley |

#### Job Description – Scheme Organiser

Job Title Home-Start Organiser

Employer Home-Start Knowsley. 55 Rupert Road. Huyton. Knowsley. L36 9TB

Based at 55 Rupert Road. L36 9TB

Hours of work 37 hours/week

2 years fixed term in the first instance. Job Share consider for candidates with the right skills

Responsible to the Home-Start Scheme Manager

Purposes of the job

* To contribute to the effective day to day operation of the scheme in accordance with the Home-Start Governing documents, Standards and Methods of Practice, Home-Start Agreement and Quality Assurance Standards.
* To help develop and maintain safe and inspiring one-to-one and group support work both on and off site.
* To maintain high standards of practice in supporting families within the ethos of Home-Start.
* To ensure inclusion and diversity in all aspects of the scheme’s operation and work.

Main Responsibilities

* Recruiting, training and managing the scheme volunteers on a daily basis.
* Working co-operatively with the senior member of staff to ensure the strategic management, development and future sustainability of the scheme.
* Supporting to the implementation and review of all Home-Start policies and procedures.
* Contribute to the scheme’s administration, monitoring and evaluation systems including HS Reports and MESH.
* To attend and contribute to regular Team Briefings / Staff Meetings.
* To attend meetings on behalf of Home-Start, as appropriate and as directed by the Scheme Manager.

**Support for families**

* Receiving referrals, assessing needs of families and implementing support plans.
* Introducing families to appropriate support services.
* Ensuring support to families is reviewed at regular intervals and at the end of Home-Start support.

**Group work**

* Receiving referrals for group work, assessing needs of families and ensuring those needs are met, either with continued group work or through a care package that comprises an element of home visiting support.
* Ensuring that any group support is effectively managed and controlled and that the families are reviewed at regular intervals and at the end of Home-Start support.
* Managing projects as per the terms and conditions of each individual project, as directed by the Scheme Manager.
* Ensuring that projects are effectively monitored and evaluated, and adequate information is recorded.
* Developing the projects to meet the needs of our families and of the Scheme.
* Ensuring sustainability through forward planning.

**Safeguarding**

* To undertake designated responsibilities to/for safeguarding and promoting children’s welfare in line with Home-Start Knowsley Policies and Procedures

**Managing Volunteers**

* Recruiting, selecting and preparing volunteers.
* Matching and introducing volunteers to families.
* Providing support, supervision and on-going training opportunities for volunteers.
* Deliver training to volunteers against the Home-Start quality assurance system standards.

**Working in Partnership**

* Liaising with referrers.
* Networking appropriately within the community.
* Making presentations to our stakeholders, referrers and other professionals in order to raise the awareness of Home-Start Knowsley.

**Managing the Wider Context**

* Promoting the scheme, its profile, ethos and practice.
* Contributing to the development of Home-Start locally, regionally and nationally.

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.

Job description updated June 2018.

Scheme Manager – Pamela Bowes