



Oxford

Home-Start Oxford

Job Pack



Family Coordinator
Growing Minds
May 2024

Instructions to applicants

To apply for this post, please complete the application form, equal opportunities monitoring form, and submit along with a covering letter, to admin@homestartoxford.org.uk.

Please clearly state which Family Coordinator post you are applying for, Growing Minds or Home Visiting.

We only accept applications on the requested application form, as part of our commitment to safer recruitment practice. CVs will not be accepted.

Applications received after **midday on Monday 17th June** will not be considered.

You are welcome to contact us to discuss this role. The person to contact is Alice Dore, via email on admin@homestartoxford.org.uk or by calling our main number - 01865 649003.

We believe that diversity in the workplace enables us to create a relevant, innovative and effective organisation. We are an equal opportunity employer and welcome applications from candidates with diverse life experience. We are committed to recruitment that is fair and free from bias.

Home-Start Oxford is a Disability Confident Employer. Please get in touch if you require this information in an alternative format, or to discuss an alternative form of application or other forms of reasonable adjustment.

Key Dates

Closing date for applications

Monday 17th June at midday

Shortlisted candidates notified

Friday 21st June

Interviews

Likely to be **Friday 28th June or Monday 1st July**

Dear Applicant,

Thank you for your interest in the Family Coordinator – Growing Minds post. We enclose some further information about the organisation and the role, along with the application form, guidance notes and equality and diversity monitoring form.

Core Belief

Home-Start believes that children need a happy and secure childhood and that parents play the biggest role in giving their children a good start in life and helping them achieve their full potential.

Our Mission

Home-Start offers support, friendship and practical help to parents with young children in local communities throughout the UK. We recruit and train volunteers, who are usually parents themselves, to visit families at home and offer them non-judgemental, compassionate, confidential support.

Home-Start supports parents as they grow in confidence, as they strengthen their relationships with their children and widen their links within the local community. In this way we aim, in partnership with other agencies, to foster the development of children, the health and welfare of the family, and an environment which prevents family crisis and risk to children.

Home-Start Oxford

We are one of three local Home-Start charities in Oxfordshire, founded in 1988 to develop Home-Start services in Oxford and the central part of the county. Last year we worked with over 400 families. We are an independent local charity with a staff team of twelve (all part-time), over 50 family support volunteers, and nine volunteer trustees. Home-Start Oxford's budget this year is approximately £350,000.

Home-Start Oxford is a member of the wider Home-Start UK network. This consists of some 180 local Home-Starts across the UK and in Cyprus. Home-Start UK is part of the worldwide Home-Start International federation.

Each Home-Start is an independent charity, working to shared values and ethos, and nationally agreed practice standards. Home-Start UK provides a range of support services.

Growing Minds Project

Home-Start Oxford is proud to be a founding partner in the Growing Minds project.

Growing Minds has been developed as a collaborative initiative by a group of early years specialist organisations and partners. The focus is to support children's early years development, to improve 'school readiness' and their EYFS outcomes. Offering universal provision to families from birth to 5, the project provides books, in home support and targeted, evidence-based groups to promote home learning. Through the project we work with a network of local partners including health, community services, and primary schools. The project operates in Littlemore in Oxford, and Berinsfield in Southern Oxfordshire. Home-Start Oxford is a key player in the project in Littlemore.

The project started in 2020, and we are working to a seven-year plan, to work with families from birth to the start of school, to track family experience and children's development against EYFS measures.

The Role of Family Coordinator

The role of the Family Coordinator is based in our offices, currently in Greater Leys, 26 Kingfisher Green, Oxford. A significant part of the post-holder's time will be visiting and working with families in their homes in Littlemore. Use of a car is desirable, but not essential (alternatively, use of a bicycle would be necessary). Travel across our wider catchment which includes Oxford City and West Oxfordshire may be required on occasion.

The post holder will combine proactive networking, to promote Growing Minds in the community, alongside managing a caseload of families who are referred or self-refer for home-visiting support. Support to families may include contacting all families to engage them with our offer of support, delivering Dolly Parton's Imagination Library books, assessing families support needs, providing in home support focused on the struggles they are facing, and supporting families to attend local PEEP Learning Together groups and other activities.

The role is offered on a contract of 25 hours per week. The attached Job Description and Person Specification will give you a more precise idea of the role and the kind of person we seek to appoint. Please read the Job Description as a guide to the range of tasks from which work programmes will be drawn up, regularly reviewed and updated in the light of changing priorities.

The selection process:

Please apply by sending a completed application form to Alice Dore via email on admin@homestartoxford.org.uk or by post to Home-Start Oxford, 26 Kingfisher Green, Greater Leys, Oxford OX4 7BX.

The closing date for applications is 12 noon, on Monday 17th June 2024.

Interviews are likely to be held on 28th June or 1st July 2024.

After considering all applications, we shall invite those shortlisted to an interview. Whether or not you are shortlisted, we shall contact you to inform you of the outcome.

As part of our commitment to safer recruitment, any offer to a selected candidate is subject to satisfactory references and an enhanced DBS check.

Further information

We hope that after reading the application pack you will be encouraged to apply.

You can find further information about our work and services at www.homestartoxford.org.uk and background to the organisation nationally at www.home-start.org.uk

Yours sincerely

A handwritten signature in blue ink that reads 'Katharine Barber'.

Katharine Barber
Chief Executive

Home Start Oxford Job Description

Job Title: Family Coordinator – Growing Minds

Employer: Home-Start Oxford

Location: Currently Greater Leys, 26 Kingfisher Green, Oxford OX4 7BX, with the requirement to travel and support families in the community, in and around Oxford. Opportunity for partial home working.

Hours of work: 25 hours/week

Salary: Full time equivalent salary £28,282 – actual salary £19,110 based on 25 hrs/week.

Responsible to: Head of Family Support

Growing Minds Project

Growing Minds is a partnership of local and specialist Early Years organisations in Oxfordshire, focusing on parenting confidence and children’s learning and development. The projects offers free support to families in Littlemore, Oxford, through:

1. Dolly Parton’s Imagination Library (free books)
2. One to One support for parents - at Home-Start our support is typically in the home
3. Peep Learning Together group sessions at and in partnership with John Henry Newman Academy and the charity People.

Purposes of the job

To promote and deliver the Growing Minds project, to improve children’s early year’s foundation stage (EYFS) outcomes in Littlemore, Oxford. Supporting parents and children registered with the Dolly Parton’s Imagination Library, in the home or to access groups. To provide the emotional and practical support to parents, that supports their engagement and confidence with their children’s learning and development.

Main Responsibilities

Growing Minds Project in Littlemore

- Promoting the Growing Minds project and school readiness; to be familiar with the local area, community and services.
- Collect data specific to the project and evaluate on an on-going basis with the Head of Family Support and Growing Minds Partnership Manager, to ensure effectiveness and to contribute to evaluation for funders.

Support for families

- Evaluate referrals and undertake home visits to determine families' needs.
- Provide home visiting support to families where support needs have been identified.
- Review support to families at regular intervals, and at the end of Home-Start support.
- Provide electronic, written and verbal reports for other agencies, and for funders.
- Represent the project and charity at multi-agency meetings concerning supported families.
- Undertake designated lead responsibilities to safeguard and promote children's welfare.

Groups and community outreach

- Connect with parents in the community, to promote the offer of home-visiting support, support the take-up of Dolly Parton's Imagination Library, and support parents to attend PEEP Learning Together and other community groups.
- Offer Group work alongside partners – including a stay and play session for families.
- Plan and facilitate each group to create a safe, stimulating environment including coordinating volunteers who lead or support the sessions, completing risk assessments, moving, setting-up and clearing away equipment and seating.
- To be aware of group dynamics ensuring the groups provide a welcoming, non-judgemental environment for children and their parent/carer.
- Providing appropriate and imaginative play opportunities to encourage the active participation of parents/carers in their child's play and other activities.
- To create and facilitate alongside partners a programme of activities in school holidays.

Working in Partnership

- Ensure appropriate liaison with referrers and other professionals.
- Network appropriately within the community; developing effective working relationships with partners to ensure successful delivery of the project.
- To attend regular partnership meetings to plan and reflect on the project together.
- Attending and supporting periodic Learning Days with partners and funders.

Supporting the work of the charity – to ensure the Growing Minds project dovetails effectively with the core work of Home-Start Oxford.

- Contribute to the effective day to day operation of the charity's work in accordance with the Home-Start Memorandum & Articles of Association, Home-Start Standards & Methods of Practice, Home-Start Agreement and Quality Assurance Standards.
- Maintain high standards of practice in supporting families within the Home-Start model.
- Ensure equality of opportunity, fairness and diversity in all aspects of the charity's work.
- Implement good safeguarding practice in all areas of work.
- Undertake work as delegated by the Head of Family Support and Chief Executive to support the strategic management, development and future funding of the charity.
- Support the implementation and review of all Home-Start policies and procedures.
- Comply with the charity's administration, record keeping, monitoring and financial systems.
- Contribute to the development of the Home-Start network 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.

May 2024

Person Specification – what we are looking for

Please structure your response to the ‘Knowledge, skills and experience’ section of your application form, in relation to the criteria listed below.

Criteria		Essential?
Knowledge	<ol style="list-style-type: none"> 1. General good standard of education, literacy and numeracy, and a minimum level 3 qualification or equivalent in related field. 2. Comprehensive knowledge of safeguarding. 3. Understanding of the needs of families with young children, and how to build trusted, non-judgmental relationships. 4. Knowledge of programmes and key agencies to support parenting and child development. 5. Understanding of school readiness and how young children learn; the ability to work alongside parents to support their involvement in their child’s learning. 6. Knowledge of GDPR requirements and processes to maintain professional confidentiality. 7. Relevant professional training, for example, mental health, child care, health visitor, Peep Learning Together, Solihull Approach, The Nurturing Programme, Domestic Abuse Champion. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Experience	<ol style="list-style-type: none"> 8. Relevant, previous or current employment, or voluntary experience in family support. 9. Experience in safeguarding practice. 10. Experience of being or working with volunteers. 11. Understanding and experience of promoting equality in employment and service delivery. 12. Experience managing difficult situations, and work with vulnerable people. 13. Experience with customer relationship management databases and reporting. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Key Skills	<ol style="list-style-type: none"> 14. Strong interpersonal skills. Ability to build positive relationships with a variety of people and organisations. 	<p>Essential</p>

	<p>15. Skills in networking and community development.</p> <p>16. Excellent communication skills; able to communicate sensitively and effectively with adults and children.</p> <p>17. Pro-active, and driven to deliver a project.</p> <p>18. Skills to train and support volunteers.</p> <p>19. Proven ICT skills, especially in using database software, Microsoft 365</p> <p>20. Good organisational and administrative skills, and a positive and creative approach to tackling tasks</p> <p>21. Able to prioritise workload and plan time effectively.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Other	<p>Desirable but not essential - A full driving license and access to your own vehicle or funding through Access to Work. To find out more about the types of support Access to Work can provide follow this link – Access to Work. Mileage is paid at 65p per mile. Alternatively, use of a bicycle is desirable.</p>	