

Volunteer Co-ordinator 12 – 16 hours per week, negotiable, 12 month fixed term contract. £22,183 to £23,080 (pro-rata) £7,194-£9,980 (Actual)

Home-Start NW Hampshire is a family support charity working across Basingstoke and Deane providing services to families with young children. Our team of trained volunteers work in partnership with families to help them achieve their parenting and life goals at times where they may be facing complex challenges. Our Volunteers Co-ordinators form a vital link between the family, volunteer and referrer.

**Are you looking for a role:**

- That's rewarding and every day is different
- Where you meet and work with inspiring families who are facing challenges and needing help.
- Where you work with a team of amazing volunteers who are passionate about making a difference to families with young children
- Where you're highly valued and encouraged to help shape the charity to deliver the highest quality of support, to families and volunteers.

**Do you have:**

- Relevant qualifications and/or significant experience of working with families from a range of backgrounds, preferably 1:1
- The ability to work proactively and as part of a team.
- Proven success of incorporating inclusivity into all areas of your working practice.
- Experience and confidence to meet new people and effectively communicate with a range of professionals.
- The willingness to learn new skills to meet the demands of the role
- A full driving licence and use of a car.

**Responsibilities for this role include:**

- Working with colleagues to allocate referrals when they are received from partner agencies or direct from families.
- Visiting families in their home and completing a needs assessment to identify what support Home-Start volunteers may be able to offer.
- Risk assessing situations and environments to ensure volunteer and family safeguarding is always the highest priority.
- Meeting potential volunteers to identify their suitability to work with families.
- Delivering training to volunteers so they are prepared for their new volunteering role
- Developing relationships with the volunteers to understand their skills and experience.
- Matching volunteers who have the appropriate skills to families who have specific needs.
- Meeting families and volunteers regularly to review progress.
- Using a range of reporting methods in order to communicate the impact of Home-Start services to supporters and funders.
- Working with the management team to develop the charity's service delivery.
- Maintaining electronic casefiles accurately and professionally.
- Working with partner agencies including attending professional meetings.

A DBS check (enhanced level) will be required.

Closing date: 10<sup>th</sup> December 2021

To receive an application pack please contact:

Telephone 01256 325793

E-mail [info@homestart-nwhampshire.org.uk](mailto:info@homestart-nwhampshire.org.uk)

Home-Start is committed to equality of opportunity and diversity

Charity number: 1112233

Registered in England and Wales: 560443