**We are recruiting!**

Home-Start South & West Devon are a parent support charity looking to recruit **two committed and enthusiastic part-time Coordinators -**

**Post 1 - 21 hours (over 3 days) per week to cover Plymouth**

**Post 2 - 14 hours (over 2/3 days) per week to cover West Devon**

The role involves assessing needs, creating plans and managing volunteer support to families. Training and supporting volunteers. Developing local networks, promoting the service at a local level and attending multi-agency meetings. In addition, you will be digitally delivering training of targeted programmes for parents. Candidates would preferably have parenting experience and a background in volunteer and/or family support. Experience delivering training would be an advantage. Own transport is essential. Delivery will be in the local community and home based.

Salary - £24,500 pro rata (plus car and home working allowance).

**Person Specification**

We are looking for someone who represents our core value of Listening; Respecting; Empowering; Being Reliable; BeingTransparent.

You will have excellent interpersonal and organisation skills and be able work independently. You will be confident with digital communication and delivery as we are a paperless organisation and some of our delivery and communication is digital.

**Main Responsibilities**

- Recruiting, training and supporting volunteers

- Setting plans with families and regularly reviewing progress

- Working with the team to ensure good practice and to safeguard children

- Engaging in multi-agency meetings, either to promote the service or as part of a families package of support

- Digital delivery of reducing parental conflict, domestic abuse and perinatal support groups and programmes to parents (training provided to deliver the specific programmes)

- Keeping detailed, accurate records on a cloud based database

- Promoting the service locally through attendance at events, distribution of publicity and networking

**The contract is initially until March 2026 with the potential for permanent depending on funding.**

**Interviews will be held 13th August 2024**