

HSP Coordinator, Stay & Play Groups

Reports to: Coordinator Team Leader

Based at: The Haven, 17 Lake Road, Portsmouth, PO1 4HA

Hours: 25 hours per week, worked over five days, term time only. (Four days a week considered for the right candidate)

Salary: £25,878 FTE (£15,198 pro rata)

Role Purpose

To manage the delivery of Home-Start Portsmouth Stay & Play Groups across Portsmouth to meet contractual requirements.

This service is mainly funded by Portsmouth City Council but can form part of other funding contracts.

Essential Functions and Responsibilities

1. Deliver PCC Stay & Play Groups at Family Hubs and venues in the city.

- Liaise with venues to ensure the smooth running of Stay & Play Groups
- Oversee the booking system
- Manage day to day resourcing including volunteers for each planned group
- Work in partnership with Integrated Early Help & Prevention services and other relevant areas of PCC, building close relationships with the wider community, promoting HSP and problem solving together
- Work with the management team on the planning, resourcing, and implementation of new Stay & Play offerings as funding becomes available

2. Lead, manage and motivate a volunteer team.

- Work with the Coordinator Team Leader and the Head of Outreach & Learning to recruit, select and train volunteers
- At agreed intervals, supervise, appraise, and coach your team of volunteers. Define any new training needs and organise appropriate training
- Report any concerns to the Coordinator Team Leader
- Ensure all safeguarding responsibilities are met

3. Deliver volunteer training as required. These might be face to face, remote, or hybrid and may require evening delivery.

4. Internally liaise with colleagues working on the same funding contracts to problem solve and make improvements. Share best practice with the whole team.

5. Support the Head of Family Hubs & Communications and the Marketing & Business Manager in promoting the project and delivering the social media schedule, newsletters, case studies and fundraising events.

6. Project Administration and Evaluation.

- Manage effective data collection and recording for evaluation and impact assessment
- Prepare evaluation reports for the Head of Impact & Engagement and Head of Outreach & Learning to use in completing contractual evaluation reports to the funder
- Manage programme resources including the reimbursement of expenses to volunteers and participants

7. Support the CEO in contract renewal as required.

Post Holder Authority

- Make day to day decisions regarding families, children, and volunteers without reference to the CEO except where sign off is required
- Escalate safeguarding concerns to DSL
- To spend budgets for events on behalf of HSP, agreed with CEO
- In absence of the coordinator Team Leader, Head of Outreach & Learning or CEO make decisions regarding families, children, and volunteers alongside other experienced coordinators

Please note this list is not exhaustive and may be changed and/or amended to fit the needs of the Charity. If training is required for your role, the charity will fund this