Parent/Carer, Baby, and Toddler Coordinator - Job Description and Person Specification

The West Hill Community Centre has an exciting opportunity for an experienced Parent/Carer, Baby, and Toddler Coordinator. We are looking to recruit an enthusiastic and motivated individual to develop our offer for families and their young children.

**Post: Part-time 8 hours per week over 2 sessions**

**Contract: Fixed term 2 year - term time only**

**Salary: JNC Scale 4 pt 11 £27,269 (pro rata £5818)**

The key responsibilities of the role will be to provide a safe and nurturing environment for parents, carers, and their young children, the facilitation of engaging and stimulating activities, and the development of relationships and support for families in the local community.

Job Description:

Parent/Carer support and engagement -

* Build relationships with and between parents/carers to foster a sense of community and support
* Provide guidance and signposting to local services and support where appropriate
* Develop an inclusive environment where families feel welcome and at ease

Session engagement and coordination -

* Plan and facilitate age appropriate activities that support the development of the children whilst taking in to consideration their individual needs
* Develop group activities such as story time, messy play, and free play, ensuring that there are opportunities for engagement at all times
* Have a planned program of seasonal and cultural activities that reflect the environment and community around the families
* Maintain resources required to facilitate sessions

Environment management -

* Set up and take down the session activities in a safe manner adhering to all necessary risk assessments
* Ensure the centre is clean and tidy for the sessions and all resources are properly packed away at the end
* Adhere to centre safety policies and procedures and report any faults or issues in a timely manner
* Take responsibility for opening and closing the centre
* Report any maintenance issues to the centre committee

Safeguarding and administration -

* Keep up to date with relevant safeguarding including how to report concerns in line with East Sussex safeguarding referral system
* Undertake safeguarding training
* Maintain records of attendance and support with any necessary reports that are required
* Communicate with the centre committee

Person Specification - skills and qualifications:

Essential -

* Experience of working with families, babies, and toddlers
* Experience of facilitating or coordinating family and children's groups
* Experience of signposting to local relevant services and provisions
* Knowledge of what is available to parents/carers, and young children in the local area
* Ability to work with diverse families and communities
* Enthusiasm, empathy, and a drive to provide high quality and engaging sessions for parents/carers and their young children

Desirable -

* A relevant qualification in childcare, early years, education, or community work
* Knowledge/qualification in safeguarding and how to report concerns
* Ability to promote the group via social media and local networks