

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.



Family co-ordinator.

Job Description.

Job Title: Home-Start Family co-ordinator

Employer: Home-Start Horizons, 3 Oswin Road, Leicester. LE3 1HR

Location: Office and home-based, hybrid working model. Visiting to families and services in Leicester, Leicestershire and Rutland required.

Hours of work: Part time - 21 hours per week

Contract type: Permanent – subject to ongoing funding.

Salary: NJC pay scale 6 (£31,537 - £33,699 full time). £17,897 - £19,120 pro rata

Benefits: Defined contribution Pension scheme with up to 8% employer contribution.

Employee welfare benefit scheme.

Responsible to: Operations manager.

Must have full driving license and access to a car.

Purposes of the job

- To work with children and their families, in their own homes and surrounding community, providing emotional and practical support in order to promote, strengthen, develop their potential and increase their ability to cope.
- To contribute to the effective day to day operation of the scheme in accordance with the Home-Start Memorandum & Articles of Association, Home-Start, Standards & Methods of Practice, Home-Start Agreement and Quality Assurance Standards.
- To maintain high standards of practice in supporting families within the Home-Start model
- To ensure equality of opportunity, fairness and diversity in all aspects of the scheme's work.

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- Implement good safeguarding practice in all areas of work.

Main Responsibilities

Supporting the work of the scheme

- Undertaking work to support the strategic management, development, and future funding of the scheme.
- Supporting the implementation and review of all Home-Start policies and procedures.
- Complying with the scheme's administration, monitoring and financial systems.
- Promoting the work of the scheme, as required.
- Contributing to and supporting the development of the Home-Start network locally, regionally and nationally.
- Networking appropriately within the community.

Support for families

- Receiving referrals and assessing needs of families.
- Introducing families to appropriate support.
- Liaising with referrers.
- Facilitating family groups and activities as required to deliver family support outside of the home.
- Ensuring support to families is reviewed at regular intervals and at the end of Home-Start support, in line with current Home-Start guidance
- To undertake designated responsibilities to safeguard and promote children's welfare.
- Delivery of specialist programmes including MIMs (mums in Mind post-natal illness course) and school readiness.

Managing Volunteers

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- Recruiting, selecting training and preparing suitable volunteers.
- Matching and introducing volunteers to families.
- Contribute as directed to the delivery of the Home-Start volunteer training course in full and to a high standard to all prospective volunteers
- Providing regular support and supervision of volunteers.

Working in Partnership

- Ensuring appropriate liaison with referrers and other professionals
- Networking appropriately within the community.

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.

This job description is current as at May, 2026.