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

Job Description – Family support co-ordinator, MIMS.

Job Title: Home-Start Family Support co-ordinator MIMS

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

Hours of work: 21 hours per week.

Salary: NJC pay scale 6 - £32,578 - £34,811 full-time (£18,409- £19,757 pro rata)

Responsible to Operations manager.

Purposes of the job

• 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.

• Implement good safeguarding practice in all areas of work.

• To deliver the specialist Mums in Mind (MIMs) peri-natal support programme of work and associated support areas, linked to peri-natal support for parents.

Main Responsibilities

Supporting the work of the scheme

• Undertaking work as delegated by the operations manager 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.

Support for families

• Receiving referrals and assessing needs of families where there is a diagnosis of PNI, or women are suffering low mood, anxiety or depression after the birth of a baby.

• To co-ordinate, facilitate and deliver MIMS programme.

• To develop partnership working with professional groups and organisations relevant to issues of post-natal illness.

• To keep updated regarding research and developments in the field of PNI.

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• To monitor, evaluate outputs and outcomes, collect and record case studies and to report to funders.

• To facilitate and deliver specialise training for volunteers about PNI.

• Offering and encouraging Mums to attend our MIMs programme, or other appropriate support.

• Ensuring support to families is reviewed at regular intervals and at the end of Home-Start support, in line with current Home-Start guidance.

• Developing new areas of support, such as for Dads/significant others, as required.

• To undertake designated responsibilities to safeguard and promote children's welfare.

Managing Volunteers

• Recruiting, selecting, training 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 support, supervision and initial and on-going training opportunities for volunteers.

Working in Partnership

• Ensuring appropriate liaison with referrers and other professionals

• Networking appropriately within the community, and promoting the work of Home-Start Horizons.

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 post does require some occasional evening work.

This job description is current as at November, 2026.