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## Home-Start Co-ordinator

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Support and friendship  
for families

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Home-Start  
Runnymede  
and Woking

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Hours: 25 hours a week  
(to be worked over four or five days)

Salary: £20,661 plus £579 Outer Fringe Allowance  
(pro rata to full time equivalent of 37 hours)  
NJC scale point 22

Home-Start Runnymede and Woking is a charity committed to promoting the welfare of families with at least one child under the age of five. Our volunteers offer regular support, befriending and practical help in the home to families who are experiencing difficulties, to prevent family crisis and breakdown.

This is an opportunity to work as part of a small, friendly team and take responsibility for assessing families' needs and matching them with volunteers, training and supervising volunteers and liaising with referrers and local partners. You will manage your own caseload of families with a variety of needs.

We want to hear from you if you have:

- Parenting experience and an understanding of families' needs
- Experience of supporting children and families
- Knowledge of safeguarding procedures
- The ability to work using your own initiative and in a small team
- Good communication and networking skills
- Experience of using IT systems

Applicants must have use of their own car, for which expenses will be paid

An appointment will be made subject to satisfactory references  
and an Enhanced Disclosure and Barring Service Check

**Closing Date:** Monday 2<sup>nd</sup> October 2017 at 12 noon  
*(Please note CVs will not be accepted)*

**Interview Date:** Wednesday 18<sup>th</sup> October 2017

**For an application pack please telephone 010483 740367  
or email [info@homestartraw.org](mailto:info@homestartraw.org)**

Visit us at: [www.homestartraw.org](http://www.homestartraw.org)

*Home-Start Runnymede and Woking is committed to equal opportunities  
and to safeguarding and promoting the welfare of children and adults.*