

Job Vacancies: 24.01.22

Home-Start Kirklees has a number of staff vacancies.

Home-Start Kirklees is a family support charity, helping families with young children deal with whatever life throws at them. We help families with isolation, bereavement, mental health issues, financial insecurity and many more. Our local network of trained volunteers and paid expert staff help families with young children throughout their toughest times. Our vision is to be a society in which every parent / carer has the support they need to give their children the best start in life.

We are currently recruiting for:

**Family Support Worker**

30 hours per week – annual salary NJC scale SCP 10-14 £21,322 – £23,080 (pro rata). This post is funded until September 2024

**Co-ordinator**

30 hours per week – annual salary NJC scale SCP 14-21 £23,080 - £26,511 (pro rata). This post is funded until March 2025.

These vacant posts will assist in assessing and supporting the needs of families. The Co-ordinator post will support with recruiting, supporting, and supervising volunteers. The post holders will also assist in the delivery of training and will need to liaise closely with statutory and voluntary organisations to meet the needs of families. Some evening and weekend work may be required.

Essential requirements include:

- Experience of parenting or caring for young children
- Experience of working with families and/or volunteers
- Ability to deliver presentations, training and support to volunteers
- Ability to work as part of a team
- Understand confidentiality and professionalism in the workplace
- Car driver/owner (expenses will be paid)
- Experience of working with vulnerable groups and ensuring safeguarding practice is embedded and adhered to.

We are also recruiting for an admin assistant to work within our busy admin office.

**Admin Assistant**

25 hours per week - annual salary NJC scale SCP 1-4 £17,842 - £18,933 (pro rata). This post is substantive subject to funding. We can offer flexibility regarding number of hours (must not exceed 25 hours per week).

*Home-Start Kirklees is committed to a policy of equality and diversity which respects the identity, rights and value of all individuals. We are also committed to safeguarding and promoting the welfare of children and young people and all staff working with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, Home-Start Kirklees child protection procedures will be followed, alongside implementation of the charity's disciplinary procedure.*

Any offer of employment will be subject to a satisfactory DBS check at enhanced or basic level and the receipt of appropriate references.

From 1st April 2022 the Government have announced their intention to introduce a statutory requirement for individuals in family support facing roles that deliver healthcare services. Home-Start Kirklees is sub-contracted by a lead provider who is CQC registered and therefore this mandate affects our employees. This means it will be mandatory for staff to be fully vaccinated against Covid 19 to be able to work in the family support environment, unless the person has a valid medical exemption. The Family Support Worker and Co-ordinator will be in scope and as such, if you are appointed, it is likely that you will need to demonstrate that you meet this requirement during the recruitment process and your COVID vaccination status will form part of clearance in order to formally appoint. If you would like further information on the vaccine and for ways to book this please visit [www.nhs.uk](http://www.nhs.uk)

**Please do not send CVs.**

**For an application pack, please contact us on 01484 421925 or email us at [info@homestart-kirklees.org.uk](mailto:info@homestart-kirklees.org.uk)**

**The closing date for applications is Friday 11<sup>th</sup> February 2022 (12 noon)**

**Interviews for these posts will be held on 28<sup>th</sup> February and 1<sup>st</sup> March 2022  
(subject to change if required due to Covid restrictions)**