

Job Description

Job Title:	Family Group Worker Part-Time, Term Time
Location:	The Home-Start Omagh Outreach Project (HOOP) Family Groups run at a range of premises across Omagh District including, but not limited to, Beragh and Sixmilecross, Dromore and Trillick, and Coolnagard in Omagh town.
Hours of work:	15 hours per week (term-time) This post is a 4-year project, funded by the National Lottery's People and Communities Fund
Salary:	Scale 3, SCP point 5 £24,790 per annum pro-rata, £12.85 per hour
Responsible to:	HOOP Family Coordinator

Purposes of the job

- To work in partnership with parents/carers, to enable them to identify their needs and achieve better outcomes for their children.
- To support families who have at least one child, under 5, through the delivery, organisation and facilitation of family group and family training and information sessions.

Main Responsibilities

- To set up the playroom before the group commences and clean, tidy and put away equipment when the group finishes.
- To establish a secure stimulating varied programme of play (including stories, art and craft etc) for the children within the Family Group, always ensuring their safety and well-being.
- To involve parents in activities with their children and encourage them to continue this involvement at home.
- To be responsive to parents and children, building positive relationships with them and where possible to assist parents in responding to children's behavioural problems, being sensitive to the underlying reasons for such behaviour.
- To support families with issues they are experiencing.

- To help plan and take part in special events, learning opportunities and outings for the families.
- To keep up to date records on attendances and all other aspects of the Family Group.
- To be vigilant about the upkeep of equipment ensuring that good standards of hygiene are followed.
- To attend meetings, training and report on work on a regular basis.
- To liaise with families re attendance etc as required.
- Any other reasonable duties as required.

Annual Leave:

Holiday entitlement is 20 days plus 12 statutory days pro rata. Annual leave must be taken during school holidays.

Notice Period:

One month

Travel Requirements and Reimbursement

Staff members are required to travel to designated venues within the three specified areas. Travel expenses will be reimbursed at a rate of £0.45 per mile for journeys to and from family group venues. Reimbursement claims should be submitted at the end of each month.

Work Schedule and Location

Currently, the designated workdays are Monday (Dromore), Wednesday (Beragh) and Friday (Omagh). Home-Start Omagh will make every effort to maintain this schedule; however, please note that these days may be subject to change in the future.

Compliance with Legal Requirements

Home-Start Omagh is committed to adhering to all applicable recruitment laws and HR regulations, including but not limited to the Equal Employment Opportunity Commission (EEOC) guidelines and local employment laws.

Any changes to the work schedule will be communicated in advance, ensuring compliance with legal standards and organisational policy.

Person Specification – Early Years Family Group Worker

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Home-Start Early Years Family Group Worker

This form also indicates how the different requirements may be assessed during the selection process:

A = Application Form, I = Interview

Person Specification – Family Group Leader			
ESSENTIAL	Method of Assessment		
	A	I	
Education and qualifications			
Good standard of education (Minimum NVQ level 2 or equivalent)	✓		
Employment history			
Relevant previous or current employment or voluntary work, in early years (Minimum 1 year)	✓	✓	
Supporting the Work of Home-Start East Antrim			
Competent in the use of IT systems	✓		
Understanding of the needs of families with young children	✓	✓	
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	✓	✓	
Good written and verbal communication skills, including an ability to listen, support and empathise with parents and carers	✓	✓	
Occasional evening or week-end work may be required (minimal)	✓	✓	
Car driver, access to a car and a current UK driving licence	✓		
Eligibility to work in the UK	✓		

DESIRABLE			
Experience of developing and delivering groups for families	✓	✓	
Relevant previous or current employment or voluntary work with parents or carers of young children	✓	✓	

Person Specification – Family Group Leader			
Childcare or early years qualification	✓	✓	