

## Home-Start Omagh District Senior Coordinator Job Description

- **Job Title:** Senior Co-ordinator
- **Employment Status:** This is a fixed term post required until November 2027 (12 Months) to cover maternity with possibility of extension/reduction for any valid reason.
- **Location:** MACCA Resource Centre, 21a Knockshee Park, Omagh, BT79 7PH
- **Working Hours:** 30 hours per week
- **Salary Scale:** NJC, SCP 23-27; starting point 23, £34,434 per annum pro-rata (£17.85 per hour)
- **Probation Period:** 6 months

### Purpose of the Job

- Ensure the effective day-to-day management of the scheme in accordance with Home-Start's Memorandum & Articles of Association, Standards and Methods of Practice, Agreement, and Quality Assurance Standards.
- Maintain high standards of practice in supporting families within the Home-Start model.
- Promote equality of opportunity, fairness, and diversity in all aspects of the scheme's work.
- Ensure good safeguarding practices in all aspects of the scheme's work.

### Main Responsibilities

#### Managing the Scheme

- Report to and support the Board of Trustees in the strategic management, development, and future funding of the scheme.
- Monitoring and completing funding applications to ensure core costs of the charity
- Fundraising
- Ensuring bids or tenders are adequately costed and risk assessed, and that contracts or SLAs are delivered and targets met.
- Implement and review all Home-Start policies and procedures.
- Ensure effective administration, monitoring, and financial systems are in place.
- Recruitment, selection, induction, and management of new staff.
- Promote the work of the scheme externally.
- Contribute to and support the development of the Home-Start network locally, regionally, and nationally.

#### Support for Families

- Manage a caseload of supported families and volunteers as per funders targets.
- Receive referrals and assess families' needs in their own homes.
- Ensure support to families is of a professional standard, in accordance with Home-Start's model, policies, and procedures.
- Ensure the charity and relevant stakeholders adhere to safeguarding responsibilities and promote children's welfare.

### **Managing Volunteers**

- Recruit and supervise an effective team of volunteers who support families in the families own home.
- Match and introduce volunteers to families.
- Implement the scheme's policies and procedures in all aspects of work with volunteers, including recruitment, selection, preparation, training, support, and supervision.

### **Managing Staff**

- Recruit, manage, supervise and develop an effective team of staff through regular supervision, appraisal, training and performance management, ensuring the delivery of safe, effective and high-quality services.

### **Working in Partnership**

- Liaise and network appropriately with referrers and other professionals.
- Contribute to local policy and community development as appropriate.

The post holder may be required to undertake any other duties that fall within the nature of the role as detailed above.

This job description is current as of August 2026.

## Person Specification

| Person Specification                                                                                                                                                                                      | Essential | Method of Assessment |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------|
| <b>Education and Qualifications</b>                                                                                                                                                                       |           |                      |
| Educated to Diploma level (level 4) or above in a related discipline which may include business management or related professional qualification (e.g., health visiting, nursing, midwifery, social work) | ✓         | A, I                 |
|                                                                                                                                                                                                           |           |                      |
| <b>Experience Managing People and Leading Teams</b>                                                                                                                                                       |           |                      |
| Experience supervising or managing staff or volunteers, including recruitment, induction, and supporting people through change.                                                                           | ✓         | A, I                 |
|                                                                                                                                                                                                           |           |                      |
| <b>Proven Experience Securing Funding and Managing Grants</b>                                                                                                                                             |           |                      |
| Experience preparing funding applications, securing grants, and meeting funder reporting and monitoring requirements.                                                                                     | ✓         | A, I                 |
|                                                                                                                                                                                                           |           |                      |
| <b>Strong Budgeting and Financial Management Skills</b>                                                                                                                                                   |           |                      |
| Ability to plan, manage, and monitor budgets, including costings, rent, audit trails, and financial accountability.                                                                                       | ✓         | A, I                 |
|                                                                                                                                                                                                           |           |                      |
| <b>Ability to Prepare Clear Reports and Present Information</b>                                                                                                                                           |           |                      |
| Experience producing written reports, statistical information, and presenting updates to committees, funders, or stakeholders.                                                                            | ✓         | A, I                 |
|                                                                                                                                                                                                           |           |                      |
| <b>Knowledge of Safeguarding, Confidentiality, and Relevant Legislation</b>                                                                                                                               |           |                      |
| Understanding of safeguarding best practice, confidentiality, and legislation relating to children and families.                                                                                          | ✓         | A, I                 |
|                                                                                                                                                                                                           |           |                      |
| <b>Ability to Work in Partnership and Represent the Scheme</b>                                                                                                                                            |           |                      |
| Experience working with external agencies, promoting services, and building positive multi-agency relationships.                                                                                          | ✓         | A, I                 |
|                                                                                                                                                                                                           |           |                      |
| <b>IT and Digital Competence</b>                                                                                                                                                                          |           |                      |
| Ability to use IT systems effectively, including databases, record-keeping software, and standard office applications.                                                                                    | ✓         | A, I                 |
|                                                                                                                                                                                                           |           |                      |
| <b>Desirable</b>                                                                                                                                                                                          |           |                      |
| <b>Additional Relevant Professional Training</b>                                                                                                                                                          |           |                      |
| Relevant professional training, for example, Health Visitor, Social Worker                                                                                                                                |           | A                    |
| Experience Working in Funded or Voluntary Sector Projects                                                                                                                                                 |           |                      |
| Including National Lottery or similar externally funded programmes                                                                                                                                        |           | A, I                 |
| Training Qualification                                                                                                                                                                                    |           |                      |
| A Level 3 or higher training qualification.                                                                                                                                                               |           | A, I                 |
| <b>Special Requirements</b>                                                                                                                                                                               |           |                      |

NI Charity Commission No: NIC 105732

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

|                                                                                                              |   |      |
|--------------------------------------------------------------------------------------------------------------|---|------|
| Ability to work flexibly, some evening or weekend work and occasional residential training.                  | ✓ | A, I |
| Willingness to undertake relevant training and continuous professional development.                          | ✓ | A, I |
| Ability to travel independently to fulfil the duties of the role, including holding a valid driving licence. | ✓ | A, I |
| Eligibility to work in the United Kingdom.                                                                   | ✓ | A    |

Key: A- Application Form, I-Interview