



KOALA NORTH WEST

Job Description: Bump, Baby & Beyond Co-ordinator

Koala North West is committed to Equal Opportunities

Koala North West exists to provide children and their families with tailored practical and emotional support that improves wellbeing, reduces isolation and supports both children and care-givers to thrive.

Job Title: Bump, Baby & Beyond

Employer: Koala NW, Woodchurch Lane, Birkenhead, Wirral, CH42 9PH

Responsible To: Early Years Lead

Purposes of the job

- To visit families in their own homes to provide support for parents and children during the perinatal period (conception to 2 yrs)
- Providing support to families with the focus on helping families to achieve improved emotional and mental health, raising the awareness of infant mental health and supporting early relationships between parents and children.
- Support to help parents feel less isolated and increase knowledge and engagement of local community services.
- Identify families suitable for Video Interaction Guidance as a therapeutic intervention
- To build good working relationships with referrers and other agencies to ensure the provision of the most effective and appropriate support for families
- To have a flexible approach in working as part of a team
- To report regularly to the Early Years service Lead

Main duties

- Providing direct support to families with children 0-2 yrs
- Assisting the family to move on to volunteer support if or when this is appropriate
- Supporting parents during the perinatal period to improve access to further care where appropriate.
- Promote the importance of the first 1001 days and increase awareness of parent infant mental health awareness
- Encourage and support parents to engage in their children's play and development to support school readiness.
- Assisting the family to access health, social care or other appointments
- Encouraging and assisting the family to access additional support and other community resources/groups, etc.
- Delivering and supporting group delivery.
- Ensuring adequate records are kept of support offered to each family
- Undertaking designated responsibilities to safeguard and promote children's welfare
- Attending activities organised for families supported by Koala NW
- Attending activities for volunteers at Christmas and National Volunteers Week

Managing volunteers

- Ensure the Bump, Baby and Beyond service maintains an effective team of volunteers
- Ensure the organisation's policies and procedures are fully implemented in all aspects of work with volunteers, including their recruitment, selection, preparation, support and supervision
- Ensure that the Volunteer Induction Programme is delivered in full and to a high standard to all prospective volunteers.
- Ensure ongoing training and development opportunities are available Bump Baby and Beyond volunteers
- Provide support and supervision for volunteers.

Other Duties and Responsibilities

- Upholding the aims and principles of Koala NW and its policies
- Participating fully in Koala NW's meetings, internal planning events etc. as agreed with line manager
- Abiding by health and safety guidelines and share responsibility for own safety and that of colleagues
- Carrying out any other appropriate tasks requested by your Line Manager, to ensure the effective delivery and development of the service
- Promoting the organisation's profile, ethos and practice.

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.

The Koala NW Bump Baby and Beyond Coordinator is expected to work within the ethos of Koala NW and have high standards of practice. The need to respect confidentiality is paramount, as is a mature and flexible approach to the work. S/he will be required to take part in volunteer and family events.

Date _____

Signed _____
Post Holder

Person Specification: Bump, Baby and Me Co-ordinator

ESSENTIAL CRITERIA	SKILLS, KNOWLEDGE, EXPERIENCE ETC
1	Understanding of and commitment to the aims and principles of Koala NW
2	Good standard of education – level 2 or above
3	Ability to prioritise own work, meet deadlines and targets and manage caseload.
4	A good knowledge of Perinatal Mental Health and Infant Mental Health
5	Ability to give and receive feedback objectively and sensitively and a willingness to challenge constructively
6	Ability and willingness to work as part of a team, and have a flexible approach as and where required by client need. Flexibility to work out of hours as required
7	Experience of working with families and children
8	Ability to monitor and maintain own standards
9	Demonstrate an understanding of issues facing vulnerable parents e.g. mental ill health , experiencing domestic abuse, learning needs
10	Knowledge of current legislation relating to children and families, including Child Protection and a commitment to Safeguarding the welfare of children and vulnerable adults
11	Willing to work across local authorities to cover staff absences if needed
12	Hold a full clean driving license and have the use of a car for work
13	Experience of volunteering/working with children and families
14	Understanding the needs of families with young children
15	Effective communication skills, written, verbal and telephone
16	Good inter-personal skills
17	Good organisational skills
18	Ability to work off own initiative and be goal focused
19	A positive and creative approach to tackling tasks
20	Experience of working in a confidential environment
DESIRABLE CRITERIA	SKILLS, KNOWLEDGE, EXPERIENCE ETC
21	Knowledge and understanding of the impact poverty has on families and children's life chances
22	Experience of facilitating groups

23	Accredited Video Interaction Guidance Practitioner
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