KOALA
North West
Supporting children
& their families

JOB ROLE:	**Early Years Co-ordinator (Various Hours available)**
SALARY:	**£26,089 per annum FTE**

If you are looking for an exciting new challenge with a thriving family friendly voluntary organisation then this might be the role for you!

Purposes of the role:

- To provide a quality Early Years Support to families in the Wirral or Cheshire West area
- To develop and deliver home visiting and group support with an emphasis on supporting children's early learning and development
- To support early relationships between parents and children
- To support the speech, language and communication skills of children
- To meet the outcomes and outputs agreed with funders.
- To build good working relationships with other agencies to ensure the provision of the most effective and appropriate support for families.

Closing date: Wednesday 2nd December at 5pm
Interview date: Thursday 10th December

If you have not heard from us by Friday 4th December your application has not been successful.

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MISSION AND VALUES

Tailoring Support - All families are different

Koala North West exists to provide children, aged 0-11 years, and their families with tailored practical and emotional support that improves well-being, reduces isolation and supports both children and caregivers to thrive. We value:

- Tailoring Support - All families are different. Every family receives support designed to be most beneficial to them.
- Nurturing Positive Wellbeing - We are committed to improving the emotional, mental and physical well-being of children and their caregivers
- Ambition - We want our families to thrive; we believe in offering opportunities that help children and families realise their own ambitions and succeed.
- Reducing Isolation - In an increasingly digital age, we want to ensure that our families still feel part of a strong, welcoming community, who support one another and ensure they are all happy, resilient and thriving.



The objects for which Koala NW was established are:

- To safeguard, protect and preserve the good health, both mental and physical, of children and parents/carers of children.
- To prevent cruelty or maltreatment of children.
- To relieve sickness, poverty and need amongst children and parents/carers of children principally but not exclusively within the area of Merseyside and Cheshire and its environs.

OUR HISTORY

Koala NW is a family support charity. Our staff team provide a variety of services and we use a volunteer delivery model to offer regular support, friendship and practical help to families under stress to prevent family crisis and breakdown. Koala NW operates principally but not exclusively within the area of Merseyside and Cheshire and was originally set up in 1999 by members of the local community as a response to the needs identified in a social audit carried out by Charing Cross Methodist Neighbourhood Centre.

OUR APPROACH

One of the real strengths of our organisation is the diverse range of services and support programmes we offer to meet the individual needs of children and their families. All our services aim to meet one or more of the following outcomes:

- Improved health and wellbeing (child and parent/carer)
- Improved parenting (confidence, positive behaviours)
- Improved School Readiness (parents engage with their children's early learning; and children are ready to separate, communicate, listen, socialise, learn, be active, and be independent).

To Koala NW every family is special and we respond to each family's needs through a variety of services provided in family homes, group settings and also via telephone and video calls. Koala NW has a proven, lasting, positive impact on the development of children and on the health and welfare of the family.

Our current services and further information can be found on our website:

https://koalanw.co.uk/



Our Alliance Partners

Family Toolbox is an alliance of 6 local charities working in partnership with Wirral Council Children's Services Department to provide information, resources, ideas and support to help Wirral families be the best they can be. This is provided through frontline delivery and a digital tool.

Alliance members are Koala NW, Caritas, Ferries Family Groups, Foundation Years Trust, Shaftesbury Youth Club and WEB Merseyside.

Branch is an online mental well-being hub for children and young people in Wirral, aged 0-18 (up to 25 with SEND). It is part of a wider project, commissioned by the partnership between Wirral and the Cheshire and Merseyside ICB Wirral Place. The project vision is "Children and young people in Wirral have good emotional health and know how and when to get extra support".

An alliance of 5 organisations was appointed to deliver the project in the long term. These are Koala North West, Open Door Charity, Utopia, Action for Children and Kooth, with Wirral MyMind Children and Young People's Mental Health Services (formerly 'CAMHS') as an associate member.

BENEFITS OF WORKING FOR KOALA NORTH WEST

STAFF WELLBEING DAYS

EMPLOYEE ASSISTANCE PROGRAMME

Services include:

- **Access to counselling**
- **Access to legal information and support**
- **Access to health services**

TRAVEL EXPENSES

STAFF DISCOUNT AT OUR CHARITY SHOP

MONTHLY SUPPORT AND SUPERVISION

REGULAR PEER SUPPORT

MENOPAUSE SUPPORT GROUP

CHRISTMAS HOLIDAY CLOSURE IN ADDITION TO ANNUAL LEAVE

PENSION SCHEME

DEATH IN SERVICE BENEFIT

HOW TO APPLY

Send us a completed application form demonstrating why you believe you are the perfect candidate for this role.

You should use the 'Relevant Skills, Knowledge and Experience (including parenting experience)' area of the form to help us to understand the knowledge, skills, experience and achievements you would bring to the role.

As an organisation we believe in equality, diversity, inclusion and personal development. If you don't meet all the criteria but you still believe you would be great in this role, tell us why and what you would need to succeed.

When complete, applications should be emailed to recruitment@koalanw.co.uk no later than Wednesday 2nd December 2026

We look forward to reading your application, good luck!

Job Description: Early Years 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: Early Years Co-ordinator

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

Responsible to: Early Years Service Lead

Based at: Koala North West Hub (Wirral) or Ellesmere Port (Cheshire West)

Purposes of the job

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- To develop and deliver home visiting and group support with an emphasis on supporting children's early learning and development
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- To build good working relationships with other agencies to ensure the provision of the most effective and appropriate support for families.

Main duties

- Receiving referrals and assessing needs of families
- Introducing families to appropriate support
- Develop and facilitate family group learning and evidence-based interventions
- Providing direct support to families when necessary, visit families in their own homes to provide parenting support, support with child development, accessing services, enabling and empowering parents
- Supporting perinatal mental health
- Encourage and support parents to engage in their children's play and development to support school readiness
- Encouraging and supporting families to access Koala NW additional services
- Assisting the family to move on to volunteer support if or when this is appropriate
- Ensuring support to families is reviewed at regular intervals and at the end of Koala NW support
- Recruiting volunteers
- Providing support, supervision and on-going training opportunities for volunteers – including occasional evening and weekend sessions
- Design and deliver appropriate training for volunteers
- Undertaking designated responsibilities to safeguard and promote children's welfare
- Organising and attending activities for families
- Networking appropriately within the community
- Organising and attending activities for volunteers at Christmas and National Volunteers Week.

Other Duties and Responsiblities

- Provide statistical information on the number of families, nature of cases and outcomes achieved
- Uphold the aims and principles of Koala NW and its policies
- Participate fully in Koala NW's meetings, internal planning events etc. as agreed with line manager
- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues
- Carry 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 Early Years 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.

Koala North West is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

ESSENTIAL CRITERIA	SKILLS, KNOWLEDGE, EXPERIENCE ETC
1	Understanding of and commitment to the aims and principles of Koala NW and its equal opportunities policies
2	Good standard of education - level 3 or above
3	Experience of, or ability to, carry out initial assessments of families' needs so that you can identify and plan the support needed to address issues and prevent any problems from escalating.
4	Experience of, or ability to, undertake regular review meetings with families during home visits to ensure they're fully supported to progress and achieve desired outcomes.
5	Knowledge of current legislation relating to children and families, including Child Protection and a commitment to Safeguarding the welfare of children and vulnerable adults.
6	Experience of, or ability, to support parents with issues they are struggling with, e.g. managing their children's behaviours, child's mental health, complex needs, child development, etc.
7	Experience of, or good understanding, of working with vulnerable parents, e.g. some will have experienced domestic abuse, or have a mental health diagnosis.
8	Effective oral and writing skills with particular emphasis on negotiating, representing and preparing reviews, reports and correspondence.
9	Ability to prioritise own work, meet deadlines and targets and manage caseload.
10	A comprehensive knowledge of local services and networks available to support families.
11	Ability to use IT in the preparation of reports and monitoring and evaluation.
12	Ability to give and receive feedback objectively and sensitively and a willingness to challenge constructively.
13	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.
14	Experience of managing others – volunteers or paid staff.
15	Hold a full clean driving licence and have the use of a car for work
16	Experience of working with families / children with a focus on Early Years
17	Good knowledge of early years / first 1001 days
DESIRABLE CRITERIA	**SKILLS, KNOWLEDGE, EXPERIENCE ETC**
18	Relevant professional training, for example, Health Visitor, Teacher, Social worker, Early Years, Mental Health and / or VIG practitioner
19	Experience of working in the voluntary sector, or as a volunteer.
20	Knowledge and understanding of the impact poverty has on families and children's life chances
21	Baby massage trained
22	Knowledge of perinatal mental health