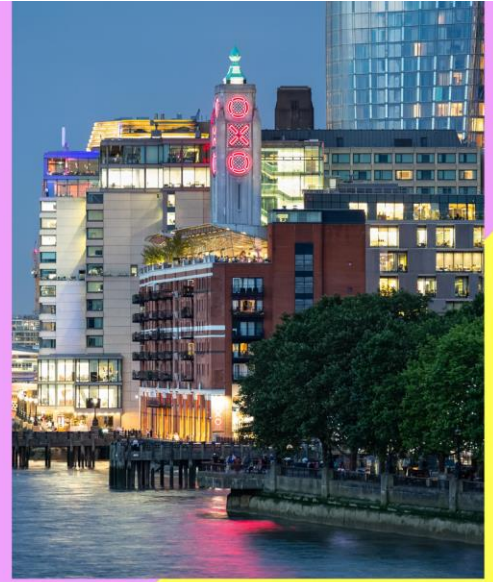


We're a
neighbourhood
like no other.
Be part of it.



Welcome to Coin Street.



So what exactly is Coin Street?

We're a community-led social enterprise, meaning we use activism, connection and expertise to protect and nurture our local area.

Since we began our mission back in the 1980's, when our area of London's South Bank was largely unloved and derelict, we've worked tirelessly to create 13 acres of dynamic, welcoming and creative urban landscape. Here we provide homes, public spaces, and opportunities for independent businesses to flourish.



But it's not just about spaces...

As well as maintaining buildings and businesses, we offer sports, health and wellbeing initiatives to the community, along with support and education for people of all ages.

We're here every day, for everyone.

Job pack

Coin Street

Who you are.

You're driven, innovative and ready to make a difference to people from ALL walks of life, in a neighbourhood with an incredible history and an even more exciting future.

If you're passionate about what people can achieve together, and the positivity forged from community, join us in our mission to foster inclusivity, growth, and well-being for all in this very special place.



Why join us?

- Make a unique difference in a unique place.
- Thrive in a dynamic community, with a passionate team
- Grow your skills and career while helping to change lives for the better.

Ready to take action?

The role.

Job title:	FAMILY AND EARLY YEARS COORDINATOR
Reports to:	Senior Community Manager
Contract:	Part Time, Permanent, 28 hours per week (Monday – Thursday)
Salary:	£26,478 per annum (£33,097 FTE)

About the role

Deliver engaging activities and support services for children and their families, promoting positive outcomes and access to community opportunities. The role includes leading stay-and-play sessions and crèche provision, providing one-to-one support to families, monitoring children's progress, and working with parents, carers and partner agencies to identify needs and deliver appropriate interventions. The postholder will also undertake outreach and engagement across Waterloo and North Southwark to increase participation and ensure families can access the support, information and services they need.

Reports to the Senior Community Manager and supports the coordination and delivery of universal, targeted and early intervention activities for children and families. The role combines delivery of sessions, outreach and signposting to other services, 1-1 support, group facilitation and family engagement activity with responsibility for maintaining compliance, health and safety, maintaining records, monitoring outcomes, and supporting service development.

Who you will work with

The Community Hub supports children, young people, families and adults through a blend of family support, early years education, youth work, community participation, volunteering and early help services. The team delivers accessible universal and targeted activities, targeted interventions and community-based opportunities that

strengthen wellbeing, financial and emotional resilience and social connection, while working closely with local partners to improve outcomes and create pathways into wider support and opportunities.

Your day-to-day

Responsibility for:

1. leading and managing a small team of early years casual workers to provide a high-quality child and family centred services within the community hub. Ensuring effective delivery of universal and targeted stay-and-play sessions, outreach and signposting to relevant services. Motivating the team to provide inclusive, responsive support that keeps children and families at the heart of practice and managing and supervising any casual or agency workers, volunteers or students, and supporting their performance, development and safe practice.
2. delivering high-quality universal and targeted stay-and-play sessions and crèche provision that respond to the identified needs of babies, children and families. Planning, preparing, delivering and evaluating inclusive, child-led activities that support learning, development, wellbeing and positive parent-child interaction, with appropriate adaptations for individuals and groups.
3. carrying out 1-1 sessions with families referred to our services, ensuring records of the interactions are accurate using the appropriate forms/systems and kept up to date, plus taking part in supervision meetings
4. working in partnership with colleagues to identify children's and families' needs at the earliest opportunity and ensure that information, advice and signposting are timely and proportionate to need
5. completing observations and assessments for our online tracking system for priority children and ensure all records are kept up to date and reports written in line with agreed policies
6. undertaking proactive outreach across the local area to raise awareness of the Community Hub offer, identify and engage families who may benefit from support, reduce barriers to participation, and connect families with universal or targeted services according to need
7. developing and maintaining trusting, respectful and non-judgemental relationships with parents and carers, encouraging participation in Community Hub services, listening to their views and responding promptly and appropriately to questions, concerns and emerging needs establishing and maintaining positive working relationships with statutory, voluntary and community services in the local area. Providing families with accurate information, signposting, and supporting them to access appropriate services

where needed ensuring children are safe, secure and have their care needs met, appropriate to their age and stage of development.

8. promoting a working and physical environment in which the emotional, social, psychological, physical, developmental, and educational well-being is paramount and that an inclusive and non-judgemental approach is used in all interactions with children and their families
9. ensuring a high standard of Health & Safety across all sessions including completing risk assessments and routine checks, maintaining accurate registration records, following accident and emergency procedures and taking all reasonable steps to protect children, families, staff and other service users
10. providing first aid in accordance with policy and ensuring that all incidents, treatment and follow up actions are recorded accurately completing all recording and administrative requirements of the role ensuring that attendance, outreach contacts and signposting information to support safeguarding, service monitoring, reporting and continuous improvement
11. maintaining accurate attendance, activity, outcome and case information that supports service monitoring, safeguarding, reporting and continuous improvement
12. using relevant IT systems in relation to the collection of statistical data to support review and evaluation of services
13. undertaking occasional weekend activities
14. safeguarding and promoting the welfare of children and families by following Coin Street's safeguarding procedures at all times, recognising and responding to concerns promptly, and recording and reporting concerns accurately through the online tracking system

Contributes to:

15. family support and early help by delivering interventions, activities and support that help families address challenges and achieve positive outcomes
16. early childhood development and family learning by supporting activities that strengthen parenting confidence, child development and school readiness
17. data, insight and impact measurement by maintaining records and supporting outcome reporting and evaluation activities
18. partnerships and multi-agency working by coordinating with professionals, schools, health services and community organisations to support families effectively

General requirements

To comply with Coin Street's Diversity, Equality, and Inclusion policy.

To comply with Coin Street's Health & Safety policies.

To comply with Coin Street's Safeguarding policies.

To comply with Coin Street's IT policies and procedures.

To promote an organisational culture that reflects Coin Street's Values:

- *Creative: By looking for solutions rather than problems I will find better ways of doing things.*
- *Collaborative: By respecting the views of others we will learn, grow, and achieve more together.*
- *Committed: I do what I say I am going to do and do the best job I can.*
- *Curious: We ask questions about what we do and the way we do things – as an organisation, community and society.*
- *Inclusive: I embrace difference and encourage authenticity.*

We do this by:

- *Respecting each other through kindness, empathy, and consideration.*
- *Asking questions and listening well to each other.*
- *Holding an open mind and seeking out new possibilities and opportunities.*
- *Actively involving others to better understand the value they bring.*
- *Holding ourselves and each other to account on what we will do and when we will do it.*
- *Creating time and space for reflecting and growing from our learning.*
- *Challenging unhelpful behaviours and intolerance constructively.*

Who we're looking for.

Knowledge and experience

1. Full and relevant childcare or early years qualification at Level 3 or above.
2. Must be ICT literate to intermediate level and have accurate writing, reporting and budgeting skills
3. Experience in planning, delivering and evaluating family support, outreach and early years activities.
4. Experience in working collaboratively with multi-agency partners to improve outcomes for children and families.
5. Experience in identifying concerns, making appropriate referrals and responding appropriately to safeguarding issues, including child protection, early help and inclusive practice.
6. Experience supporting families of children with additional needs would be desirable.
7. Experience leading, supervising or mentoring staff, volunteers or students would be desirable.

Skills and abilities

8. A personal commitment to and enthusiasm for Coin Street's, purpose, values, ethos, and mission.
9. Able to maintain accurate records, action plans and monitoring information.
10. Able to build positive relationships with children, families, volunteers and partner organisations, including child development from birth to five and the factors that influence children's learning and wellbeing.
11. Able to engage and support parents as active partners in their child's development and learning.
12. Able to use initiative, reflect on practice and contribute to service improvement.

What's in it for you.

Holiday

Take a break with 35 days of leave per year (inc Bank Holidays), increasing with your length of service.

Pension

Save for your future with our 5% pension contribution, when you contribute at least 3%.

Protection

We're here for you, with Income Protection, Death In Service benefit (3 x salary), and Critical Illness cover.

Investment in you

We're committed to your training & development, including regular progress & support reviews, and training opportunities.

Wellbeing

We prioritise your wellbeing with webinars, courses, mediations, and therapy session, plus free gym membership at Colombo Centre.



Job pack



Sick pay

We offer 8 weeks at full pay and 5 weeks at 50%. Offered after 6 months and increases after 5 years.

Flexible working

We trust you to do your job, so where possible, we offer flexible working and hybrid working.

Community

Feel part of our community with information and team building days, plus plenty of socialising.

Staff discounts

Enjoy a wide range of discounts from retailers and service providers for shopping, dining, experiences, car maintenance, study, and more.

Nursery discounts

Enroll your kids in our nursery, and receive 20% discount on nursery fees.