



Working at Coin Street

Job pack

Creating an inspirational neighbourhood

Some use our nursery, our sports pitches or have attended conferences in our neighbourhood centre. Others live or work on our South Bank site. But most of the thousands of people who pass through the Coin Street site every day don't even know we exist.

That's a shame. Because our story matters.

It's a story about inclusiveness and diversity. About culture, community, and commercial success. About how we work together to create an inspirational neighbourhood - today, tomorrow, and forever.



BE PART OF IT

What we do

We provide the opportunities and spaces for people to lead their own change. Our activities are wide and far reaching. From giving families and children the best start in life through our childcare and family support, to creating and maintaining high quality live, work and play spaces on land which we own.

We promote enterprise, creativity and lifelong learning whether that's through providing employment, volunteering opportunities, nurturing enterprise or delivering programmes and activities.

We provide housing that supports our community; we champion co-operative housing and influence local and national housing policy. From sports and dance to healthy eating and gardening, we offer a range of facilities and activities accessible to everyone to support health and wellbeing in our community.

We are conscious that our neighbourhood is a small part of a global community and that we all need to work together to tackle the challenges faced by the earth and all who live on it.



CREATE

JOB DESCRIPTION

ROLE:	FAMILY SUPPORT SESSION SUPPORT WORKER
Reports to:	Senior Early Years Educator
Contract details:	Part Time, 16 hours per week (including occasional Saturday session), 1 year FTC
Salary range:	£10,034 per annum or £12.06 per hour.

ROLE SUMMARY

This role will provide support in the delivery of high quality play and learning experiences as part of our programme of Stay and Play sessions. At these sessions parents and carers with children aged 5 and under have an opportunity to meet and engage in learning activities which help to improve the child's personal, social, and emotional skills.

TEAM OVERVIEW

You will be supporting the Early Years (EYE) team of two members to deliver stimulating and engaging play sessions, building and nurturing relationships with parents/carers from our community and monitoring the progress of children. The EYE team is part of Family Support within our Community Directive.

KEY ACCOUNTABILITIES

1. Contribute to the planning and provision of universal play learning activities that meet the needs of babies and children as individuals within groups and plan programmes of activities that extend their learning and development.
2. Promote family support activities and services throughout the local area through active direct outreach to parents/carers as well as through distribution of publicity materials.
3. Develop and maintain positive relationships with parents/carers of children attending the sessions, encouraging engagement with the provision, and ensuring that concerns are dealt with promptly and effectively.
4. Be aware of and open to establishing positive working relationships with other agencies, within the local area to offer a comprehensive support service to young children and their families.

5. Support the EYE team to observe, plan and assess activities to ensure they meet the needs of all children in the session and that provision is fully inclusive.
6. Ensure children are safe, secure and have their care needs met appropriate to their age and stage of development.
7. Work in partnership with the Family Support Coordinator and Senior Early Years Educator to ensure early identification of children's needs.
8. Promote a working and physical environment in which the emotional, social, psychological, physical, developmental, and educational well-being of children and families is paramount and that an inclusive and non-judgmental approach is used in all interactions with them.
9. Work in partnership with and support other staff (including sessional staff, students, and volunteers)
10. Undertake any other reasonable duties, as may be required from time to time, as consistent with the scope of this role.

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.*

PERSON SPECIFICATION

KNOWLEDGE & EXPERIENCE

1. An early years education qualification equivalent to NVQ Level 2 or above.
2. Experience of working within a childcare or early years educational setting.
3. Experience of delivering play activities, family learning sessions or similar within childcare or early educational settings.
4. Appropriate knowledge and qualifications in Safeguarding, Diversity and Health and Safety training.
5. Ideally trained or experienced in working with specialists like Speech and Language therapists, Dietitians, etc.
6. Knowledge and experience of wider family support work supporting parents/carers and families with complex needs would be desirable.

SKILLS & ABILITIES

7. A personal commitment to and enthusiasm for Coin Street's ethos and mission
8. Good time management, organised, and dependable.
9. A natural ability to build rapport and make parents / carers and children feel welcome and comfortable in a new setting, with a warm, positive demeanor.
10. Ability to work successfully with a wide range of families including those with complex needs and those for whom English is not their first language.
11. Flexible and unflappable, with the ability to find solutions to challenges and problems which arise in the course of organising and running sessions.
12. A belief and passion for early years learning, with an ability to empower parents/carers to try new approaches and activities with their children.

What we can offer you (the highlights)

REWARD AND PROTECTION

Annual Holiday

27 days leave per year excluding bank holidays.

Pension Scheme

Coin Street will contribute 5% to your pension if you contribute at least 3%.

Life Assurance

Death in service (3 x salary) and Income Protection.

Company Sick Pay

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

Flexible working

Where we are able to, flexible working and hybrid working location

Staff Socials and Inset Days

Staff information and team building days, plus plenty of social opportunities

Training & Development

A commitment to training & development for all staff with regular progress & support reviews with your manager.

Wellbeing

Mental wellbeing - webinars, courses, mediations, therapy session. Free gym membership at Colombo Centre.

Staff Discounts

Discounts available from wide range of retailers and service providers for shopping, dining, experiences, car maintenance, study, etc.

Nursery Discount

15% discount on nursery fees for nursery staff whose children are enrolled in Coin Street Nursery.

LIFESTYLE

