

Role Description: Home-visiting Volunteer

Employer: Home-Start Bradford District (HSBD), The Thornbury Centre, Leeds Old Road, Bradford, BD3 8JX.

Hours of work: 3-4 hours/week (2-3 hours/week support plus travel and admin time).

Starting salary: Volunteer role.

Responsible to: Family & Volunteer Coordinator.

Term: A minimum of one year

Purposes of the role

Home-Start Bradford District is a voluntary organisation where volunteers offer regular support, friendship and practical help to young families under stress in their own homes helping to prevent family crisis or breakdown. Volunteers, who are parents or have parenting experience understand that sometimes family life can be tough and that is why their support can be so valuable in helping another family. Volunteers are central to our service and we could not offer families the same support without them.

Our volunteers give a high level of commitment and reliability, we support them with high quality preparation and ongoing training, supervision and support from a Family & Volunteer Coordinator.

Home-Start Bradford District volunteers aim to build the confidence and independence of the family by:

- Offering support, friendship and practical help
- Committing to a minimum of 2-3 hours per week home-visiting, plus travel and admin time (total 3-4 hours per week), according to the family's needs
- Visiting the families in their own homes, where the dignity and identity of each individual can be respected and protected
- Reassuring families that difficulties in bringing up children are not unusual
- Emphasising the positive aspects of family life
- Developing a relationship with the family in which time can be shared and an understanding developed, providing a regular, reliable presence in that family
- Drawing on their own experience of parenting to encourage parents' strengths and emotional well-being for the ultimate benefit of their own children
- Encouraging families to widen their network of relationships and to use effectively the support and services available in the community.

In addition to weekly home visiting, we ask volunteers to:

- Attend the initial course of preparation, normally lasting 40 hours over 10 weeks
- Attend supervision sessions every six weeks with their Family & Volunteer Coordinator
- Attend regular support & training sessions, including some compulsory sessions
- Commit to a minimum of one year.

Main responsibilities

We ask all our volunteers to:

- commit to the Home-Start Bradford District ethos and to understand and implement our policies on:
 - Data Protection and Confidentiality
 - Equality, Fairness & Diversity
 - Looking after children in the absence of their parents
 - Safeguarding and Promoting the Welfare of Children
 - Health and Personal Safety
- undertake all sessions of the preparation course, provide two suitable references, and complete a DBS check at enhanced level
- sign their acceptance and understanding of our Safeguarding Code of Conduct
- be introduced to and visit a family regularly (usually 3-4 hours a week) and to work towards identified aims of support as agreed with the family
- attend six-weekly one-to-one supervision sessions in accordance with our Volunteer Policy

Volunteer Role Description & Person Specification

- keep essential records of visits to families using Diary Sheets and submit them at supervisions
- keep a record and receipts of expenditure incurred and submit claims at supervisions
- attend ongoing support and training sessions as arranged by the scheme
- share information with the Family & Volunteer Coordinator and contact them immediately if there is concern about the physical or emotional well-being of any member of the family
- ensure that the child's needs and experience are at the centre of their thinking and they act on concerns about their welfare
- inform their insurance company that their car is being used for voluntary work for which expenses are paid (no increase in premium should be made) and show relevant tax, MOT and insurance documents.

What will Home-Start do for me?

We support our volunteers with:

- Excellent preparation for the role, through our highly-respected preparation course
- Formal and informal support from a Family & Volunteer Coordinator, other volunteers and the Trustees
- Opportunities for self-development and ongoing training
- Social events and the opportunity to get more involved in the scheme if you would like (eg. fundraising, promotional events, being a member or a trustee)
- A reference (after you've volunteered with us for twelve months)
- The opportunity to be involved in a vital local service and to be part of a national and global network

This is exciting and rewarding voluntary work which requires energy, commitment, reliability, creativity and a sense of humour.

Person Specification: Home-visiting Volunteer

A Home-Start Bradford District volunteer should:

- be a parent or have parenting experience
- be prepared to undertake the Home-Start Bradford District preparation training course
- understand why families may need support from Home-Start Bradford District
- have a knowledge of child development or willingness to undertake training;
- have a positive, non-judgemental attitude to working with people of any gender, family status or sexual identity, or who are from any ethnic origin, culture or religion, or who may have a disability;
- demonstrate a sensitive and caring attitude towards others
- have a clear understanding of the confidential nature of our service, and not break confidences shared by the family, other than when disclosure is essential to protect the wellbeing or safety of a child
- have time and enthusiasm, be reliable and understand the importance of reliability to the family
- have good communication skills including an ability to listen
- have a warm and open personality and a sense of humour
- be able to work as a member of a team
- be prepared to keep records as required by the scheme
- be prepared to attend group support meetings and ongoing or refresher training
- be prepared to attend supervision with the Family & Volunteer Coordinator every six weeks.

How to apply

Please complete and return an **application form** by email to hsbd@homestartbradford.co.uk or by post to: Salema Khatoon, Home-Start Bradford District, The Thornbury Centre, Leeds Old Road, Bradford BD3 8JX.

Shortlisted candidates will be invited to an informal interview to assess whether they will be offered a place on the course of preparation. A second interview towards the end of the course will assess whether they will continue to become a home-visiting volunteer.

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