



# HAPPY BABY COMMUNITY

A COMMUNITY OF SUPPORT FOR WOMEN WHO HAVE FLED FROM VIOLENCE OR TRAFFICKERS, AND ARE PREGNANT OR WITH A YOUNG CHILD AND ARE SEEKING INTERNATIONAL PROTECTION THE UK

Job Title:	Dalston Group Co-Coordinator
Reports to:	Outreach Manager
Hours	7 hours per week
Salary	£16.50 per hour
Workplace	On-site in Dalston at the Community Group 9am - 2pm on Mondays and working from home to perform admin duties for 2 hours.  From time to time, attending staff meetings in Kennington and other groups in London. All travel will be reimbursed.

## Position Overview

The role co-coordinates the delivery of the Dalston Happy Baby Group which supports up to 40 women and their babies who are seeking asylum in the UK. This role works closely with the other Dalston Co-Coordinator and the HBC Outreach Manager.

The Dalston community group is held weekly on a Monday for HBC members and their young children (3 years and under). This role needs to be on-site 9am - 2pm. The role coordinates and oversees the activities offered at the session (including lunch, clothing orders and distribution, volunteers, food, mum's and children's activities), speaking with and providing support to the HBC members, and recording attendance on the HBC database. Your training for the role will include attending other Happy Baby Groups across London and you will be expected to attend fortnightly outreach meetings (online) on a Friday morning and staff meetings in our Kennington offices 4 times per year on a Tuesday.

Additional responsibilities may include covering for absent coordinators at other groups, for which you would receive an overtime payment.

## Responsibilities

### 1. Co-Coordinate Community Group.

Every community group has two coordinators who have equal responsibility. The division of the role will be agreed between them and the Outreach Manager.

The Coordinators role is to welcome, support and encourage community members, new and existing volunteers, and staff to build a trusted, warm and kind community, where the skills of everyone are recognised and valued. Specifically the role will:

- a. Organise the schedule for each week in collaboration with the Co-Coordinator and the Outreach Manager, including activities for mothers.
- b. Weekly allocation of the staff and volunteers attending and set out the roles for each person on the day.
- c. Ensure the food for the group is ordered and delivered.
- d. Manage the relationship with food charities that work and support the group with lunch and food deliveries.
- e. Ensure that the cash needed for travel refunds is arranged and sufficient for the group.
- f. Send weekly messages to staff and volunteers on the group WhatsApp group to build the team morale, send appreciative messages and encourage them to attend.
- g. Work with the Volunteer manager to ensure that new volunteers are supported into clear roles in the groups.
- h. Work with the volunteer manager to ensure there are regular check-in and feedback sessions for the volunteers.
- i. Ensure each day has enough Volunteer and support staff.
- j. Ensure all requirements for first aid equipment are on site.
- k. Ensure the risk assessment and all accompanying required documentation such as the accident form are on site and the staff and volunteers are familiar with this.
- l. Organise the set-up and pack-up of the space for each session.
- m. Be physically present at the group each Monday to greet members, talk to the mothers, build relationships with them and when necessary refer them internally to HBC support or externally to local support
- n. Record attendance of each session at the group
- o. Record any clothes orders for Mums and children in the Google Drive spreadsheet.
- p. Liaise with the HBC Admin team to ensure the weekly reminder text messages to the Mums have updates on what is happening at the groups.

## **2. Records & Database Management**

- a. Update weekly attendance in the Charity Log database.
- b. Update the travel costs and cash spreadsheet schedule.
- c. Complete the New Member Registration Form when there are new attendees and send a copy to the Admin Manager.
- d. Create appropriate referrals via HBC Charity Log case management system.
- e. Request attendance records from the Admin Manager where necessary for reports back to funders and internally to HBC Directors.
- f. Report feedback and issues on each session through the group diary.

## **3. Maintain Internal Relationships**

- a. Monitor the Slack communications platform to communicate with HBC management and staff
- b. Attend HBC internal meetings in-person and on zoom.
- c. Attend other HBC Groups in London from time-to-time for training and observation
- d. Meet fortnightly with your manager.

#### 4. General Responsibilities

- a. The post holder has a general duty of care for their own health, safety and wellbeing and that of work colleagues, volunteers, visitors and community members, in addition to any specific risk management or governance accountabilities associated with this post.
- b. To observe the rules, policies, procedures and standards of the Happy Baby Community together with all relevant statutory obligations e.g. Safeguarding, Health & Safety
- c. To be responsible, with management support, for their own personal development and to actively contribute to the development of colleagues.
- d. To attend any training and development activities identified by your manager
- e. This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder.

#### 2. Safeguarding

The Happy Baby Community takes the issues of Safeguarding Children and Adults very seriously. All employees have a responsibility to support the organisation in our duties by;

- a. attending mandatory training on safeguarding children and adults
- b. familiarising themselves with the Happy Baby Community process for reporting concerns
- c. Attending mandatory PREVENT Training
- d. Reviewing quarterly the risk assessment for the group.
- e. reporting any safeguarding child or adult concerns appropriately

#### Person Specification

<b>Core Dimension/ Competence/ Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Education and qualifications		Qualifications in community services or education

<p>Experience and knowledge</p>	<p>Lived experience of being an asylum seeker / refugee</p> <p>Previous work experience helping coordinate community groups</p>	<p>Experience working with mothers and young children</p>
<p>Skills/abilities</p>	<p>Good spoken and written English</p> <p>Ability to effectively use Excel spreadsheets and IT systems</p> <p>Awareness of confidentiality issues</p> <p>Excellent interpersonal skills</p> <p>Well organised and able to pay attention to detail</p> <p>Ability to reach out to other organisations and to maintain good working relationships</p> <p>Flexible and responsive to changing priorities in a busy environment</p> <p>A good understanding of issues of diversity</p>	