



Job Description for post of:

P/T Co-ordinator Mums and Toddlers Group

1. KEY ELEMENTS	
JOB TITLE:	P/T Co-ordinator (Mums and Toddlers Group)
LOCATION:	Oxgangs Neighbourhood Centre
REPORTS TO:	Centre Manager
SALARY SCALE:	Salary £11 per hour
HOURS:	<ul style="list-style-type: none">▪ Typical 15 hours per week▪ One Year contract (40 weeks)

2. JOB PURPOSE
<p>Oxgangs Neighbourhood Centre is an independent community organisation committed to serve the needs of the residents of Oxgangs, Edinburgh. We seek to bring local people into relationship with each other, to reduce poverty and to enable potential. We will resume our Mums & Toddlers groups in late August of this year working in partnership with health professionals and with local mums to give our children the best start in life. The co-ordinator will be responsible to establish the group programme and the group (including volunteers) and to work with partners to deliver a programme and to recruit and engage the young mums involved.</p>

3. MAJOR TASKS & DUTIES TYPICALLY INCLUDE:
<ol style="list-style-type: none">1. Line management and support of the P/T creche worker2. Ensuring a safe and healthy environment for the children3. Preparing the programme alongside external partners4. Recruiting and engaging the mums in the programme5. Organising publicity and materials for the programme6. Supporting and supervising volunteer helpers7. Ensuring provision of a safe and healthy environment8. Administering and achieving the outcomes of the programme for the participants9. Supporting the needs of individual mums and referring to other agencies10. Other tasks appropriate to the role of creche worker as required by the Centre manager

This Job Description is not an exhaustive list of required activities but an indication of the duties and responsibilities required to fulfil the remit in a satisfactory manner.

