



JOB DESCRIPTION

Job Title: Bright Start Family Support Coordinator

Reports to: Children's Services Manager

Hours: Part-time (28 hours per week)

Location: Schools and community locations in the Graham Park area of Barnet as well as Barnet Mencap and Home Start Barnet premises in Finchley Central

Salary: £23,383 / £29,229 FTE

Job Purpose:

Bright Start is a collaboration with Home Start Barnet to support and improve the school readiness of children in the Graham Park area of Barnet. It is funded by John Lyon's Charity.

We are seeking a passionate and organized Project Coordinator to ensure that the needs of families of children with additional needs are supported within the Bright Start collaboration. This will include a structured parenting programme, engaging family activities, tailored one-to-one family support to ensure that every child is ready to thrive at school.

Key Responsibilities:

Project Coordination

- Oversee the planning, delivery, and evaluation of the School Readiness Project
- Coordinate schedules, venues, and resources for project activities.
- Maintain accurate records, monitor progress, and report on outcomes.

Parenting Program Delivery

- Organise and co-facilitate the Early Positive Approaches to Support Parenting Programme (E-PAtS) alongside a Parent Carer co-facilitator. Full training will be given.
- Adapt materials and approaches to meet the diverse needs of families attending.



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Family Activities

- Plan and deliver inclusive, fun, and educational family activities that promote learning and social interaction.
- Ensure activities are accessible and engaging for children with a range of additional needs.
- Gather feedback from families to continually improve the programme

One-to-One Support

- Provide individual benefit advice and signposting support to families, helping them access relevant services and entitlements.
- Build trusting relationships with parents/carers, offering practical and emotional support.
- Maintain confidentiality and accurate case notes.

Partnership Working

- Collaborate with Home Start Barnet to deliver the project.
- Develop and maintain strong links with local schools, health professionals, and community organizations.
- Represent the project at meetings, forums, and events.

Safeguarding and Inclusion

- Adhere to safeguarding policies and procedures at all times.
- Promote equality, diversity, and inclusion in all aspects of the project.

NOTE:

To deliver services effectively, a degree of flexibility is needed, and the role-holder may be required to perform work not specifically referenced above. However, such duties will fall within the scope of the post and the appropriate grade. The duties and responsibilities of this post might change, but only significant additional duties or required responsibilities will render the grade of the post liable for re-evaluation.