

JOB DESCRIPTION	
CHILDREN & FAMILIES SUPPORT WORKER - COFFEE TOTS	
Responsible to:	Children, Families & Communications Lead
Salary:	£12.95 per hour
Hours:	16 hours per week

Background to Role:

Three Spires Family Support Trust is a Christian charity that seeks to practically support vulnerable and disadvantaged parents and children in Coventry, helping them to build relationships and networks through the provision of a city centre parenting project called Coffee Tots, based in the Wave Waterpark, Coventry city centre.

Our vision is to:

- Remove families from isolation and help them to build their own support networks;
- Create confident, positive parents who feel well supported and loved;
- Improve the parent-child bond;
- Increase the life skills, experiences and expectations of families.

A Community café is at the heart of our ministry providing a safe space within a subsidised café setting for parents with young children with activities for children, and practical support and a listening ear for parents.

Alongside the café we run two programmes of support, The First 1000 Days and The Bridge which enable us to offer additional one-to-one support and a range of courses and play sessions.

Researchers have identified the first 1000 days of a child's life from conception to their second birth as a critical time that effects a person's development and lifelong health and well-being. The First 1000 Days programme provides opportunities to build a strong parent-child bond and gives parents the knowledge and opportunities to meet their children's needs; helping each child to grow and develop to their full potential.

The Bridge programme incorporates the support and advocacy work we do, as well as confidence building and skill-based courses, all offered within a framework of beginning to reset parents' personal expectations to bring about effective change for the family.

The Independent Review of Children's Social Care (2022) highlighted the need for struggling families to receive early intervention before they reach crisis point. The Executive Summary of the Report says: "Achieving this reset starts with recognising that it is loving relationships that hold the solutions for children and families overcoming adversity." At Coffee Tots we have been modelling this approach of using loving relationships to support vulnerable families right from the start.

Supporting over 200 families a week, we provide a safe & welcoming place for families to learn the skills parents need to safely care for their children and to improve their own mental wellbeing. We work tirelessly alongside health and social care to tackle lifelong inequalities often created by childhood poverty, family breakdown and poor mental health.

Main Activities and Responsibilities

- To support in the delivery of the First 1000 Days Programme through both sessional programme delivery (Baby Massage, Sensory Play, Parenting) and café based activities.
- To contribute ideas and enthusiasm to planning and co-ordination of the activities and routines for sessions.
- To organise and supervise creche provision for courses taking place at Coffee Tots
- To prioritise the holistic wellbeing of children when planning and delivering play activities.
- To facilitate activities which encourage the parent-child bond and boost parent-child wellbeing.
- To support the delivery of the provision of both practical and pastoral help/support for parents and families.
- To support individual families as needed as part of targeted intervention (often alongside other agencies).
- To develop and maintain effective working relationships with the organisation's stakeholders and partners.
- To attend meetings (internal and external) as required.
- To undertake training as required to maintain professional development.
- To carry out such other tasks as may be reasonably required by the Children, Families and Communications Lead within the capacity and experience of the candidate and as may be relevant to the purpose and needs of Coffee Tots and its ministry in general.

Key Relationships

Line-managed by and accountable to the Children, Families and Communications Lead the postholder will work closely with:

- The Senior Leadership Team (Director, Bridge & Operations Lead, Children, Families and Communications Lead and Café Manager).
- The First 1000 Days Team (paid and volunteer).
- The wider staff team.
- Families accessing Coffee Tots.
- Other local agencies working with families.

Other Points

- Candidates should note that the post is subject to enhanced DBS clearance.
- Training will be provided as and when required (eg delivery of Baby Massage and Parenting courses)

Person Specification

(E) Essential requirements (D) Desirable requirements

Experience	Experience of engaging and working with children and families within an Early Years setting (family services, education, health/social care) delivering services and improving outcomes for children and families.	E
	Experience in safeguarding children and vulnerable adults, risk assessments and child protection.	E
	Experience of managing a team (paid and volunteer).	D
	Experience in delivering/facilitating parenting courses.	D
	Experience in building relationships with young children with a variety of needs.	E
Skills and Knowledge	Knowledge and understanding of child development/attachment and infant mental health (Birth to 3/0-5)	E
	Understanding of the impact of child poverty and inequalities on the life chances of children.	E
	Confidence and understanding in dealing with safeguarding issues.	E
	Qualified to deliver Baby Massage Course (training can be provided)	D
	Qualified to deliver parenting courses (we use Circles of Security and training can be provided).	D
Personal Attributes	A passion to serve, nurture and support families across Coventry, making a lasting, positive impact on their lives.	E
	A desire to use your gifts in support of the Christian foundation of the mission and ministry of Coffee Tots, demonstrating Christ's love to the families we seek to support.	E
	Committed to and confident in the aims, ethos and ministry of Coffee Tots.	E
	Ability to communicate effectively with customers, staff, stakeholders, volunteers including excellent written and verbal communication skills.	E
	IT proficient, with the ability to use a range of computer software (i.e. Office and others).	D