



# 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:	Crawley Group Coordinator
Reports to:	Crawley Project Manager
Hours	9 hours per week
Salary	£15 per hour
Workplace	On-site in Crawley at the Community Group on Mondays and working from home to perform admin duties. From time to time, attending staff meetings in Kings Cross and other groups in London. All travel will be reimbursed.

## Position Overview

The role coordinates the delivery of the Crawley Happy Baby Group which supports up to 60 women and their babies living in the Sussex and Surrey areas who are seeking asylum in the UK. This role works closely with the Crawley Partnerships Manager and Crawley Children's Program Coordinator.

Our community group is held each Monday, 9.30am-4pm in the Charis centre in Crawley for HBC members and their young children (3 years and under). This role will coordinate and oversee the activities offered at the session (including lunch, clothing, food, mum's and children's activities), speak with and provide support to the HBC members, and record attendance on the HB 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) and staff meetings in Kings Cross 4 times per year.

## Responsibilities

### 1. Coordinate Monday Community Group

- a. Organise the schedule for each week including activities for mothers and lunch for each session
- b. Ensure each day has enough Volunteer and support staff.
- c. Organise the set-up and pack-up of the space for each session.
- d. Be physically present at the group on Mondays 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
- e. Organise activities for Mums eg dance, yoga, art, knitting, painting, cake decorating, English etc
- f. Record attendance of each session.
- g. Send out weekly reminder text messages to the Mums reminding them of the community session each week

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

- a. Update weekly attendance in the Charity Log database
- b. Complete the New Member Registration Form when there are new attendees and send a copy to the Admin Manager.
- c. Create appropriate referrals via HBC Charity Log case management system.
- d. Request attendance records from the Admin Manager where necessary for reports back to funders and internally to HBC Directors.

## **3. Maintain Internal Relationships**

- a. Monitor the Slack communications platform to communicate with HBC management
- b. Attend Happy Baby internal meetings in-person and on zoom
- c. Attend other Happy Baby 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.

## **5. Safeguarding**

- a. 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;
- b. attending mandatory training on safeguarding children and adults
- c. familiarising themselves with the Happy Baby Community process for reporting concerns
- d. reporting any safeguarding child or adult concerns appropriately

## Person Specification

Core Dimension/ Competence/ Qualifications	Essential	Desirable
Education and qualifications		Qualifications in community services or education
Experience and knowledge	<p>Lived experience of being an asylum seeker / refugee</p> <p>Previous work experience coordinating community groups</p>	Experience working with mothers and young children
Skills/abilities	<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>	

**To apply**

Send your CV and Cover letter to [learning@happybabycommunity.org.uk](mailto:learning@happybabycommunity.org.uk) by 17th May 2023

Interviews will be held 24th, 25th & 26th May.