**Role Title:** Group Support  
**Reports to:** Senior Early Help Worker  
**Placement:** (Horsmonden Village Hall - Outreach)

### Main Duties:

- To support the Early Help Support Worker in delivering Children’s Centre services  
- Create a welcoming environment for Children, families, young people  
- Preparing snack adhering to food hygiene standards  
- Actively involving parents in their children’s learning activities  
- Setting up and clearing away of the group  
- Carrying out activities in groups  
- Taking photographs in sessions  
- Ensuring ground rules are adhered to  
- Keeping facilities clean and tidy  
- Sign posting to other services  
- Where possible attend staff meetings  
- Provide information on own observation and feedback from parents to inform planning of services  
- Undertake evaluations when required  
- Encourage parental feedback  
- Promote the Healthy Start Vitamins to parents

### Knowledge and Skills:

- Creative background  
- Good knowledge of IT  
- Understanding of Children’s Centres or a willingness to learn  
- Proactive and outgoing personality  
- Understanding of Early Years Foundation Stage or willingness to learn

### Volunteer commitment Requirements:

- This role would require a minimum of 2-3 hours per week Monday to Friday  
- Morning/Afternoon/Evening  
- Enhanced DBS check  
- Various Safeguarding training  
- Prevent training  
- Data Protection and Information Governance training  
- Other training may also be available as identified in Personal Development Plan