

First Steps Enterprise Limited

Job Description – Outreach Worker (2 positions)

Placement: Clubmoor & Ellergreen Children’s Centre

Pay: £8.19 per hr

Number of hours: 20 hours per week over 5 days

Fixed-term to 31st March 2018

Aims of Post

- To increase by an agreed percentage of families registered within the reach area and to increase the agreed percentage actively participating in centre services in line with the Children’s Centre targets and with government aims to reduce the gap in outcomes between deprived families and the rest of the population.
- To improve EYFS outcomes by persuading reach area families to take up services which meet and address families’ specific needs (with a focus on the most vulnerable families).
- To assist with activities with children and families in the children’s centre as directed.

Responsible to:

- **Day-to-day – Children’s Centre Co-ordinator in allocated centre**
- Employer – First Steps Enterprise Managing Director

This Post Is Subject To Disclosure:

- Enhanced DBS
- Two appropriate references

Duties and Responsibilities of the Position

- To work under the supervision of the centre co-ordinator and to co-ordinate with other members of the staff team, to contact all families with a child under five and expectant parents in the reach area with a view to registering and persuading parents and carers to access services that will meet their needs.
- To contribute towards EYFS outcomes by persuading reach area families to take up services which meet and address families’ specific needs (with a focus on the most vulnerable families).
- To assist with the completion of registration forms
- To inform families about centre services and how they can benefit from them
- To distribute written information and any promotion products
- To follow up all visits with telephone calls, texts, letters and additional publicity material, and where necessary additional visits to remind families about the services on offer
- To offer and provide support for families to access services, including accompanying them to or meeting them at the centre
- To use data systems to contact families where attendance has lapsed and to invite them back in

- To attend at surgeries, clinics, hospitals, schools and other community venues where families are likely to visit, to publicise and register for services
- To organise and deliver door knocking campaigns in residential areas as requested
- To maintain records of families contacted and registered and to monitor their attendance with the help of data systems and information from staff
- To assist with activities with children and families in the children's centre as directed
- Other duties as required by the children's centre

Person Specification

- Experience delivering outreach services in areas of disadvantage
- Good knowledge of the reach area/community the children's centre serves
- Trained/educated to at least level 2/equivalent qualification level
- Strong empathy skills
- Able to engage parents/carers effectively for all aspects of the community, especially those facing disadvantage – good 'people' person
- Able to deal with challenging circumstances
- Strong communication skills
- Record keeping and administrative skills
- Good team player and able to work on own initiative
- Motivated outlook in order to get results for the project
- Able to meet deadlines
- Flexible approach. Some evening and weekend may be required, for which a time in lieu system would be in operation.
- DBS enhanced disclosure essential

Other Details:

- There are 2 positions
- Pay - £8.19 per hour
- Number of hours per week: 20 over 5 days. 4 hours per day (some flexibility may be required)
- Annual leave based on number of days worked per week and over the work period. This is done on a pro-rata basis of 25 days leave. Some leave may be required to be taken in centre shut down periods.
- Place of work: a children's centre as confirmed in the offer letter
- Fixed-term to 31st March 2018
- This post is funded through the placement children centre.
- Complete an application online here - <http://firststepsenterprise.co.uk/vacancies/> CVs are not accepted.