

## **First Steps Enterprise Limited & Picton/Kensington Children's Centre**

**Job Description                      Outreach & Activities Worker**

**Pay:                                      £18,88 per annum (35 hours)**

**Number of hours:                  21-35 per week (see below)\***

**Length:                                Fixed term initially until 30<sup>th</sup> September 2022**

**Note\*** There is the option of working a number of hours between 21 and 35 per week.

35 hours is £18,888 per annum; 21 hours actual is £11,332 per annum.

### **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 support and deliver family & child activities (such as Rhyme Time, Stay and Play, Messy Play, Baby massage, baby weighing, physical activity sessions, Early Years Workshops, Early Support and others), which provide childcare, education, health and family support
- To assist with other 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
- To work as part of the children's centre team to deliver family & child activities and creches, which provide childcare, education, health and family support
- To assist in the setting up and clearing of rooms for activities, including preparing snack and creating and updating wall displays.
- To work as part of the centre team to ensure a welcoming and friendly environment for children and families at all times.
- Other duties as required by the children's centre

### **Person Specification**

- At least an NVQ 2 in an Early Years/Childcare/education equivalent qualification, but preferably level 3.
- 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:**

- Wage - £18,88 per annum if 35 hours; 21 hours actual is £11,332 per annum.
- Hours – 21-35 per week (option between these hours to the successful candidate)
- Fixed term initially until 30<sup>th</sup> September 2022
- Placement: Picton and Kensington Children's Centre
- This post is funded through the placement children's centre
- The post is subject to all checks highlighted above
- The post is subject to a 12-week probationary period
- Application form here - <https://firststepsenterprise.co.uk/vacancies/>