

**First Steps Enterprise Limited &
Wavertree, Childwall, Woolton & Church Children's Centre
Job Description – Family Link Worker (1 position)**

Pay: £23,194 pro-rata (actual £13,916) per annum

Hours: 21 hours per week over 3 days

Length: Fixed term for 6 months

PRIMARY PURPOSE OF THE JOB:

To support the Children Centre Service Co-ordinator/Manager and Children Centre Team in delivering high quality services to support children and their families in Wavertree, Childwall, Woolton & Church Children's Centre.

DIRECTLY RESPONSIBLE TO: Children Centre Service Co-ordinator and/or Manager

DIRECTLY RESPONSIBLE FOR: Facilitating and developing parental involvement and providing support for children and their families as agreed with the Children Centre Team and relevant agencies.

THIS POST IS SUBJECT TO DISCLOSURE: Enhanced DBS and two positive references.

MAIN AREAS OF RESPONSIBILITY:

1. To support the Children Centre Co-ordinator and Children Centre Team in the provision of support and support services for children and their families.
2. To develop the use of the Centre by parents and carers, including foster carers.
3. To facilitate Early Learning services and activities to Children & Parents that support parents to promote & enhance their Child's development in line with EYFS Legislation.
4. To facilitate a range of Parenting Programmes to develop Parents understanding & skills to support their Child's development, health & wellbeing.
5. To promote a language enriched environment in the early years.
6. To undertake Early Help Work and provide individual, customised Early Help interventions to Children & their Parents.
7. To ensure that children are in receipt of the appropriate support and plans are in place to achieve positive outcomes.
8. To undertake home visits in line with promoting services and providing direct support to Children & Families.
9. With other staff, provide crèche provision to support training and activities at the Children Centre.
10. To work closely with Core Team, Health services, Schools, PVIs and Childminders in the reach area.

11. To promote the use of the children centre's services by fathers from the local community and to support fathers in meeting the needs of their children.
12. To develop, promote and deliver the Toy Lending Library.
13. Promote the Equal Opportunities Policy of the Council.
14. To promote the safeguarding of children in accordance with the council's framework for the care and protection of children.
15. To be proactive in providing information on support services to parents and others.
16. To promote inclusion strategies within the Children Centre.
17. To attend regular supervision and personal review and development meetings as part of the performance management framework and participate in individual and team training and development activities.
18. The post holder may also be required to carry out, as necessary, any other duty deemed to be commensurate with the grade and status of the post and the skills and experience of the post holder.

Develop Liverpool City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of Liverpool City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.

Person Specification

Note to Applicant:

In your application, you should provide evidence of meeting all points on the person specification, Particularly those marked * as these are key criteria.

A = Application form; I = interview

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
Qualifications and Training	NVQ Level 3 in child care and education, NND, Health and Social Care qualification or equivalent.*	A
	A commitment to undertake further training and development*	A I
Experience	Substantial experience of providing support for children and families.*	A I
	A minimum of 2 years experience of direct work with children aged 5 and under.*	A I
	Experience of working in partnership with parents.*	A I
	Experience of collaborative and multi-agency working to provide & co-ordinate support to children and families.*	A I
	Experience of normal language development in children under five.*	A I
	Experience of working with children and families in their homes.	A I
	Experience of developing services and activities that support children and parents that address areas of identified need.*	A I
	Experience of planning and co-ordinating crèche provision	A I
Skills/ Abilities	Ability to communicate effectively, using good written and verbal skills with young children, families, other professions and multi-disciplinary organisations in a wide range situations and at different levels.*	A I
	Ability to work in partnership with parents and professionals.*	A I
	Ability to work as part of a team in supporting the day to day operation of the service.*	A I
	To work with other team members to provide appropriate cover for day-care services to ensure adult; child ratios are maintained.*	A
	Ability to develop the use of the Centre by parents/carers and foster carers.*	A

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
	- Ability to facilitate courses and activities to support parent and family needs. - Ability to organise and facilitate family contact sessions during core service hours. - Ability to work as part of a team across a range of services including health, Family Support and Neighbourhood Early Years' Service etc. to support parents in meeting the needs of their children.* - Ability to support all the policies / procedures of the City Council including Safeguarding of Young Children.* - An understanding of legislation that relates to children and families.*	A I A I A I A I A I
Commitment	- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council. * - A commitment to Sure Start aims, objectives and principles. *	A I A I
Other	- This post is subject to an Enhanced Disclosure - To undertake training and supervision as required by management. - To work flexibly to support the overall operation of the centre. - Computer and IT familiarity - Willingness to travel between early year's settings and nurseries as required either by car or public transport.	A A A A

Other Information

- Pay -; £23,194 pro-rate (actual £13,196) per annum.
- Number of hours per week: 21 hours over 3 days per week
- Annual leave based on number of hours worked per week and over the work period. If sessional, these hours are added at the end. 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: Wavertree, Childwall, Woolton and Church Children's Centre, and across the communities of served (1 centre over three sites)
- Subject to 12-week probationary period
- This post is funded through the placement children centre initially for 6 months
- Complete an application online here - <http://firststepsenterprise.co.uk/vacancies/>