

First Steps Enterprise Limited & Granby/Dingle Children's Centre

Job Description Activities Worker

Pay: **£22,737 pro-rata if 35 hours; pro-rata if less**

Number of hours: **21 to 35 hours per week**

Length: **6 months initially**

Aims of Post

- To support and deliver family & child activities (such as creche, 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 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 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 support and deliver family & child activities (such as creche, 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 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 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 creche, 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.
- 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
- Other duties as required by the children's centre

Person Specification

- At least an **NVQ Level 3 Diploma** or equivalent Early Years, qualification.
- Able to support and deliver centre staff delivering activities for families and children aged 0-5 in the centre.
- Good knowledge of the reach area/community the children's centre serves
- 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
- Experience delivering outreach services in areas of disadvantage (preferable)

Other Details:

- Wage – Circa £22,737– pro-rata if part-time
- Hours – 21 to 35 hours per week option.
- Length initially 6 months
- 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/>