

First Steps Enterprise Limited & Liverpool Children's Services

Job Description **Community Engagement Worker**

Pay: **£24,027 pro-rata**

Number of hours: **21 hours per week (9:00-16:30) – 3 days between Monday to Friday - £13.17 per hour**

Length: **Initially fixed term to 31st December 2025**

Aims of Post

- To work across the North of Liverpool and target families whose children are eligible for two & three-year nursery funding with the aim of increasing take-up of nursery places and increasing attendance. This will be across Tuebrook, Anfield, Everton and Kirkdale in Liverpool.
- Support children's development and school readiness
- 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).

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 across the North of Liverpool and target families whose children are eligible for two & three year nursery funding with the aim of increasing take up of nursery places and increase attendance. This will be likely be across Tuebrook, Anfield, Everton and Kirkdale in Liverpool.
- To assist parents with signing up for nursery places, including completion of forms and working with them to contact nurseries to access places.
- 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 other centre registration forms
- To inform families about nursery provision and also 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 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, Health & Social Care or similar
- Experience delivering outreach services in areas of disadvantage
- 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
- Full driving licences and access to own vehicle essential (mileage is reimbursed)

Other Details:

- Wage –24,027 – pro-rata -£13.17 per hour
- Hours – 21 hours per week, over 3 days Monday till Friday ,9:00- 16:30
- Initially fixed-term until 31st March 2025
- This post is funded through Liverpool Children's Services
- Venue: children's centres in Tuebrook, Anfield, Everton and Kirkdale in Liverpool
- 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/>