

First Steps Enterprise Limited & Anfield Children Centre

Job Description: Outreach and Activities Worker

Pay: £24,796 pro-rata

Number of hours: 13 hours per week (6.5 hours per day) – 2 days between Monday and Friday - £13.59 per hour

Length: Initially fixed term to 31st March 2026

Aims of Post

- To deliver effective outreach across the Anfield reach area, targeting families (particularly those facing disadvantage) to increase engagement with Children's Centre services.
- To encourage take-up of early years provision and wider family services, supporting children's development, school readiness, and family wellbeing.
- To contribute to improved EYFS outcomes and support vulnerable families to access the right services at the right time.

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

- Undertake outreach within the Anfield area, including door knocking, attending community venues/events, and making home visits to promote services.
- Engage and register families for Children's Centre services, supporting them with form-filling and accessing nursery or early years provision.
- Provide information, advice, and signposting to parents/carers about local childcare, early learning, health, and family support services.
- Follow up with families using phone calls, texts, letters, or visits to encourage continued engagement.
- Maintain accurate records of outreach contacts, registrations, and attendance using centre data systems.
- Support the promotion and distribution of publicity materials across the community.
- Assist with delivery of children's centre activities and sessions for families as directed.
- Work collaboratively as part of the Children's Centre team to create a welcoming, supportive environment.
- Contribute to monitoring and evaluation of outreach work and provide updates as required.
- Undertake any other reasonable duties as required to support centre objectives.

Person Specification

- Minimum Level 2 standard of education/training
- Experience of outreach or community engagement work in areas of disadvantage.
- Knowledge of Anfield and the local community.
- Strong communication and interpersonal skills – able to build trust with families.
- Ability to support families facing barriers and challenging circumstances with empathy.
- Good organisational, record-keeping, and IT/data entry skills.
- Self-motivated, able to work independently and as part of a team.
- Flexible approach, including occasional evenings/weekends if required (TOIL system in place).
- Enhanced DBS clearance.

Other Details:

- Wage –£ 24,796– pro-rata -£13.59 per hour
- Hours – 13 hours per week, over 2 days, Monday to Friday, 9:00- 16:00
- Initially fixed term until 31st March 2026
- This post is funded through Liverpool Children's Services
- Venue: Anfield Children 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/>