

## Job description

<b>Job title:</b>	<b>Best Start in Life Early Help Professional</b>
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<b>Directorate:</b>	People	<b>Salary:</b>	<b>Pro-rata for 7.4 hrs per week: £7,113 - £8,191 per year Including; £145 London Weighting £963 Essential Car User Allowance</b>  <b>FTE £31,716 - £37,104 per year Including; £729 London Weighting £963 Essential Car User Allowance</b>
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<b>Section:</b>	Early Help and Communities	<b>Grade:</b>	BG-H SCP 15 - 24
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<b>Location:</b>	The Family Hubs	<b>Work style:</b>	Flexible
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### Key Objectives of the role

To identify and actively encourage parents and carers of children under 5 to take advantage of services available in the Family Hubs and in the locality with the aim of improving outcomes for children and families in line with the Best Start in Life initiative.

To support the delivery of activities for groups of parents/carers and children and encourage the active involvement of parents/carers in effective early learning, development and activities, especially those who may have experienced barriers to accessing them.

To facilitate targeted programmes working to include self-esteem and confidence building, signposting and advice, behaviour management, parenting techniques, empowering families and improving outcomes for children and young people.

To work closely and creatively with the local communities, voluntary organisations, early years, childcare and educational provision (0-19) and partner agencies to establish and maintain an effective service for children and families.

To work closely with community stakeholders to plan a range of programmes and raise awareness of the BSIL Family Hubs.

To assess, plan, deliver and review universal/targeted activities and services that have a significant impact on children and families.

To ensure that children and families using the centre are receiving appropriate and timely support, are welcomed and signposted to other agencies and voluntary organisations where appropriate.

To ensure the Family Hubs environments and resources are maintained to a high standard, ensuring they are safe and accessible.

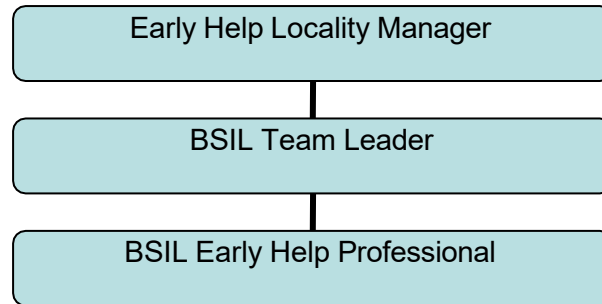
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To operate with a high level of customer care across all relevant agencies to ensure that children's safeguarding and family well-being needs are paramount.

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### Designation of post and position within departmental structure

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### Daily and monthly responsibilities

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1. Deliver 1-1 parenting intervention contributing to a team around the family model, as per the guidance of the Lead Professional.
2. To maintain a range of strategies and resources that reflect evidenced-based practice, including BSIL and Reducing Parental Conflict, to effectively engage children, parents, families, partners and communities both one to one and in a group setting.
3. To work in partnership with parents, expectant parents, new parents and/or carers at Family Hubs and out in the community to engage them with their children's and their own learning initiating and leading new activities where appropriate.
4. To establish and maintain effective working relationships with statutory and voluntary agencies to ensure a high standard of service to families.
5. To work within established procedures for information sharing, confidentiality, safeguarding and health and safety, undertaking risk assessments where appropriate.
6. To participate and contribute to service development, service and team meetings, supervision and appraisals.
7. To work outside core office hours as required to deliver evening activities to meet the needs of working parents.
8. To work in partnership with service users to deliver both accredited and non-accredited programmes and group work that meets the needs of service users and enables them and their child(ren) to achieve positive and sustainable outcomes.
9. Participate in planning a range of sessions to fulfil the strong parenting offer across Early Help Services and within the community.
10. Work closely with community partners, including schools and early years settings, to

offer a range of bespoke parenting services to meet the needs of the local area.

11. Promote the parenting offer using a range of digital innovations, gather and respond to feedback accordingly.
12. Maintain the high-quality centres and resources with a robust cleaning schedule, ensuring rooms are welcoming, inviting and safe for families attending.
13. When specific needs are identified, ensure families are signposted or referred to the appropriate services and safeguarding policies are followed.

### **Scope of role**

As a designated free worker, the post holder will have the flexibility to divide their time between Bracknell Forest council buildings, remote working, Family Hubs and other community venues.

The job description will be flexible to allow for changing priorities and needs and will be developed in conjunction with the postholder.

Occasionally service users may exhibit challenging behaviour, be distressed and/or resist engagement when attending groups or 1-1 parenting sessions.

The postholder is responsible for following and maintaining all policies and procedures relevant to the service and wider council.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

### Person specification

Key criteria	Essential	Desirable
<b>Skills and qualifications</b>	<ul style="list-style-type: none"> <li>Educated to at least a Level 3 in one of the following areas, child development, social care, education, parenting and family work or health services or equivalent experience</li> <li>Educated to GCSE A-C level or equivalent (to include Maths and English)</li> <li>Good literacy and numeracy skills (GCSE A – C grade or equivalent)</li> <li>Experience in facilitating evidence-based parenting programmes</li> </ul>	<ul style="list-style-type: none"> <li>Early Years Degree or Level 4/5 Foundation Degree</li> <li>Level 1 Safeguarding Training</li> <li>Basic First Aid training</li> <li>Food Hygiene Chartered Institute of Environmental Health</li> <li>Manual Handling training</li> <li>Parents Early Education Partnership</li> <li>Hold a relevant qualification or have direct experience of working with children, young people and families with complex needs</li> </ul>
<hr/> <b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>Substantial and direct experience of working with children aged 0-5 and their families with a range of needs</li> <li>Ability to build positive working and collaborative relationships with partners and stake holders and a range of organisations working with children and young people</li> <li>Able to demonstrate an understanding of information sharing and the relevant guidance / legislation supporting this</li> <li>Knowledge and understanding of and commitment to the</li> </ul>	<ul style="list-style-type: none"> <li>Experience of delivering parenting programmes</li> <li>Experience of facilitating groups, child and parent, parent/carer</li> <li>Experience of developing and delivering training.</li> </ul>

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requirements of safeguarding children, young people and vulnerable adults

- Good working knowledge of early years development and its impact on being 'school ready'
- Excellent communication skills / IT skills / report writing
- Ability to work on own initiative

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**Work-related  
Personal  
Requirements**

- Proactive and self-motivated.
- Able to demonstrate a tolerant, patient and solution focused approach.
- Able to work both collaboratively and independently and be flexible.

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**Other Work  
Requirements**

- A satisfactory Enhanced Disclosure and Barring Service check
  - To undertake low level lifting and carrying in preparation for activity delivering sessions
  - To occasionally work outside of traditional hours including evenings and weekends as required by the service
  - Flexibility about patterns of working hours which may include evenings
  - Postholder will receive an essential car allowance and will be expected to hold a valid driving licence and car.
  - Car Owner – driver
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**Role models and demonstrates the Council's values and behaviours**

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

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**All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.**

