



EARLY YEARS ALLIANCE
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

JOB DESCRIPTION

JOB TITLE: **FLYING START COMMUNITY LINK WORKER**

BASED: **PARK TOWN FAMILY HUB**

DEPARTMENT: **BUSINESS DEVELOPMENT**

RESPONSIBLE TO: **FLYING START SENIOR COMMUNITY LINK WORKER**

RESPONSIBLE FOR: **N/A**

JOB PURPOSE: To provide support at the earliest point, for families primarily with children aged 0-5 years. Raise the importance of the 1001 critical days for a child's development as part of Luton's Family Hubs. To deliver focused interventions as well as parenting programmes and workshops, across Luton, that aim to improve health outcomes and support positive parenting, with a focus on social and emotional development. To work proactively with the community, voluntary and statutory sectors to support families to access appropriate services and activities that will empower them to take control of their health and wellbeing, including the best start in life.

SAFEGUARDING REQUIREMENT:

The Early Years Alliance is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

MAIN DUTIES:

1. To offer a whole family / family centred approach to families, with emerging needs, to build confidence, motivation and resilience, using person-centred and strengths-based approaches.
2. Use robust evaluation tools to capture the journey for the families through agreed objectives including case studies. Contribute to Flying Start Key Performance Indicators for funders.
3. Deliver key public health messages to families with a focus on supporting healthy lifestyles, oral health, social and emotional development, communication and



language development, child safety and children with special educational needs and disabilities.

4. Facilitate evidence-based parenting programmes including (but not limited to) the parenting puzzle and Henry healthy families and parenting workshops; both within the community and in partner venues across Luton as well as virtual delivery.
5. Facilitate high quality targeted and universal group sessions as part of the Best Start in Life offer, including recording and inputting information on IT systems/databases.
6. Support the delivery of the Safe at Home programme including carrying out home safety assessments.
7. Provide support and guidance as directed to the Flying Start volunteers including training on key public health messages.
8. Increase family engagement and access to services with a focus on improving the health and well-being of families.
9. Increase engagement of fathers and raise awareness of the importance of the role of the father.
10. Work with families on reducing parental conflict and supporting healthy relationships.
11. Increase awareness of and referrals to Flying Start programmes by linking with health services, education providers and community and voluntary organisations on a termly basis.
12. Support session delivery in partner and community venues, following the venue Health and Safety requirements.
13. Ensure data collection and recording is completed as required and monitoring and evaluation are in place. Complete and maintain accurate records on IT systems.
14. Provide data and information to support the completion of monthly and quarterly performance reports.
15. Attend events and promote Flying Start/EYA/Family Hubs as required.
16. Any other reasonable request.

EQUALITIES:

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of and commitment to equality of opportunity and anti-racism issues.



POLICIES AND PROCEDURES:

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: bribery and corruption, child protection, confidentiality, data protection, health & safety, security and signing agreement and contracts and financial and follow correct reporting procedures.

This job description is not an exhaustive list of duties, and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.

PERSON SPECIFICATION:

Essential Criteria

1. Level 3 qualification in Early Years or Health & Social Care, or extensive experience of working with families providing early intervention services and an understanding of why the early years is important for future life chances.
2. GCSE Maths and English or equivalent.
3. A commitment and interest in supporting families and increasing opportunities to help reduce health inequalities.
4. Recent experience in facilitating groups such as parenting programmes or workshops.
5. Good understanding of baby and child development and how children and adults learn.
6. An understanding of the key messages that support healthy lifestyles and social and emotional and communication and language development.
7. Good IT skills including use of Microsoft 365 including Word, internet and email alongside experience of recording on IT systems.
8. Experience of supporting parents and young families either within an early years setting, school, children's centre or community setting.
9. Excellent communication skills, written and verbal and able to communicate supportively and constructively with parents/carers & children as well as to liaise tactfully and discreetly with families, all staff and partner agencies.
10. Ability to undertake session planning and evaluation and analysis of data.
11. Ability to be flexible and methodical with a willingness to perform routine tasks with good attention to detail.
12. Ability to work using own initiative and as part of a team.



13. Understanding and commitment to equality of opportunities, inclusion and safeguarding responsibilities and able to demonstrate some understanding of cultural and religious issues which affect women accessing maternity care, childcare and education and family engagement.
14. Commitment to attend training as required.
15. Ability to travel across Luton – own car required.
16. Able to work flexibly, when required, including Saturdays by rota.
17. Commitment to the Early Years Alliance aims and strategic objectives.

Desirable Criteria:

1. PEEP trained.
2. Experience of working with families to encourage and motivate them to change behaviours.
3. Training or qualification in motivational interviewing, coaching or similar.
4. Additional community language.
5. Experience of working with children with SEND.

TERMS & CONDITIONS:

Hours: 35 per week

Salary: £ 27,921 per annum

Fixed term to 31st March 2028 (possibility of extension)

Annual Leave: 25 days plus Bank Holidays

This post is not exempt from the Rehabilitation of Offenders Act (1974) and does require a DBS check. The level of check required is enhanced.

Pension: The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

Date effective	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
6 April 2019 onwards	3%	5%	8%

JOB DESCRIPTION SIGN OFF

Date issued by Manager:



Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date: