



EARLY YEARS ALLIANCE  
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

**JOB DESCRIPTION**

**JOB TITLE:** FLYING START INCLUSION WORKER  
**BASED:** PARK TOWN FAMILY HUB  
**DEPARTMENT:** BUSINESS DEVELOPMENT  
**RESPONSIBLE TO:** FLYING START SENIOR COMMUNITY LINK WORKER

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**JOB PURPOSE:** To provide targeted support at the earliest point, for families with children aged 0-5 years where emerging/moderate needs has been identified for the child. Provide interventions in both the home and family hub sites, working with partners for referrals. To deliver focused interventions as well as parenting programmes and workshops that aim to improve health outcomes and support positive parenting, with a focus on communication and language and social and emotional development. To work proactively with the community, voluntary and statutory sectors to support families to access appropriate services. This post is funded by The National Lottery Community Fund.

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**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.

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**MAIN DUTIES:**

1. To offer a whole family / family centred approach to families, with emerging to moderate needs, to build confidence, motivation and resilience, using person-centred and strengths-based approaches.
2. Work with the Best Start Inclusion Practitioners to provide joined up inclusive services and interventions for children with mild to moderate developmental delay.
3. 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.



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 group sessions as directed working as part of the Flying Start delivery team
6. Support families with the transition into parenthood and understanding of the services on offer as part of the Best Start in Life offer.
7. Increase family engagement and access to services with a focus on improving the health and well-being of families.
8. Increase engagement of fathers and raise awareness of the importance of the role of the father.
9. Work with families on reducing parental conflict and supporting healthy relationships.
10. Ensure data collection and recording is completed as required and monitoring and evaluation are in place.
11. Attend events and promote Flying Start/EYA/Family Hubs as required.
12. 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.*

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#### **PERSON SPECIFICATION:**

##### **Essential Criteria**

1. Level 3 qualification in Early Years or Health & Social Care, or proven experience of working with families providing early intervention services and an understanding of why the early years is important for future life chances.

2. Proven experience of working with children 1-5 years who require additional support or interventions either within an early-years setting, school, children's centre or community setting.
3. GCSE Maths and English or equivalent.
4. A commitment and interest to developing inclusive services for families to help reduce inequalities.
5. Proven experience in facilitating parenting programmes or workshops.
6. Good understanding of baby and child development and how children and adults learn.
7. Demonstrable experience of supporting families where there are emerging/moderate needs with healthy lifestyles and children's social and emotional and communication and language development.
8. Good understanding of the barriers families can face to accessing services.
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. Demonstrable ability of monitoring and evaluating session delivery including collection and analysis of data.
11. Ability to be flexible and methodical with a willingness to perform routine tasks.
12. Good attention to detail.
13. Ability to work using own initiative and as part of a team.
14. 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.
15. Commitment to attend training as required.
16. Able to travel as required.
17. Able to work flexibly, when required, including Saturdays by rota.
18. Commitment to the Early Years Alliance aims and strategic objectives.

**Desirable Criteria:**

1. SEND qualification
2. Experience of working with families to encourage and motivate them to change behaviours, including in the home.



3. Additional community language.

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**TERMS & CONDITIONS:**

**Hours: 35 per week**

**Salary: £28,756 per annum (pro rata for part-time)**

**Fixed term Contract: To 31<sup>st</sup> March 2030**

**Annual Leave: 25 days plus 8 Bank Holidays (pro rata for part-time)**

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%                         |

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**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: