

Job Description

Job Title	Early Years Project Worker
Directorate	Children and Young People's Services
Service Area	Family Help
Grade	5
Competency Level	1
Salary	£30,060 – £34,314
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Enhanced with Child Barred List (Children's Workforce)
Job Evaluation Ref No	A9968

Job Purpose

Support the work of the Early Years and Family Help team by being responsive and proactive in implementing and developing projects around priorities within the early years and childcare sector current/local/national strategy and action plans to support the best outcome for children.

Directly Responsible For:

Not applicable

Directly Responsible To:

Early Years Childcare Business Manager

Main Areas of Responsibility:

- Text Implement, and deliver early years and childcare projects, training and initiatives that will result in strengthening data intelligence, identify gaps and provide positive outcomes for children
- Analyse data and local intelligence to identify trends and patterns of the delivery and use of early years and childcare. Use data to identify where there are gaps in early years and childcare practice and places
- Support the sector to comply with safeguarding requirements and compliance, including delivering training to the sector
- Engage actively with childcare providers to support delivery, sustainability and development of high-quality childcare places
- Support the sector in development of childcare provision if sufficiency intelligence demonstrates the need to stimulate the market
- Co-ordinate and monitor any necessary childcare development and funding arrangements that may take place and to meet demand in relevant sectors
- Co-ordinate and Contribute CPD offer to the childcare workforce and database supporting actions around CPD of childcare providers
- To support the early years sector to navigate the early years CPD workforce offer
- Liaise and attend meetings and events, with internal, external partners and professionals to offer advice, guidance and information. Deliver presentations and information through varies mediums i.e. virtual and face to face

- To take part in regular keeping in touch meetings and personal review and development as part of the authority's performance management framework
- To participate in training and development activities as relevant to the post
- To work in a flexible way, as part of a team and under own initiative, including flexibility of working hours and working occasional evenings and weekends

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally



- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 1**.

[The competency framework can be found here](#).

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Level 3 or equivalent in Early Years and Childcare/ significant experience in a related area (A)
- Evidence of current and continuous professional development (A/I)

Desirable

- Proficient in Microsoft Office programmes, with experienced use of excel

Experience

Essential

- Extensive networking skills and be in regular contact with key stakeholders to ensure effective and efficient delivery of service (A/I)
- Experience of embedding new and innovative ways in order to gain positive outcomes for families and children (A/I)
- Sound safeguarding knowledge and experience (A/I/P)
- Sound knowledge of early years and childcare statutory guidance and early years entitlement operational processes (A/I/)

Desirable

- Working within a childcare environment, with good understanding of business implications in sustaining provision

Skills/Abilities

Essential

- Ability to provide advice and guidance and interpret external legislation to meet specific requirements (A/I/P)
- Ability to communicate varied information effectively with internal and external partners via a variety of mediums (oral, written, presentation) with excellent training delivery and presentational skills (A/I/P)
- Excellent interpersonal skills, with the ability to engage others and develop effective partnerships with different agencies and professionals (A/I)

Desirable

- Effective IT skills with ability to confidently use MS Office systems to produce documents, presentations, reports and emails and to input, retrieve and analyse from IT systems and databases
- Ability to work as a member of a team, demonstrate leadership skills and to accept guidance from other staff members
- Organise and act on own initiative

Commitment

Essential

- To undertake any necessary and identified training that supports personal professional development and effective service delivery (A/I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level