

Volunteer Role Description

Role Title: Outreach Support (unpaid volunteer role)

Responsible to: Kastur Dadaga

Responsible for: N/A

Location: Childs Hill Children Centre, NW2 1SL;
Parkfield Children's Centre, NW4 3PS;
The Hyde Children's Centre, NW9 7EY

ROLE BACKGROUND:

- Early Years Outreach Officers provide outreach services within an early years' locality. The role is responsible for ensuring that families with young children are identified, encouraging access to children's centre and related services and to identify, support and refer target groups and families that need additional intervention. This volunteer role will support that work.

MAIN OBJECTIVES:

- Work as part of a team of staff supporting children's centre outreach services to ensure the effective delivery of universal and preventive services, enabling access to specialist and targeted support for families where appropriate, working under the direction of the Outreach Team

KEY TASKS & RESPONSIBILITIES:

- Set up and deliver sessions with children and families
- Provide information as requested by families
- Supporting monitoring and evaluation of sessions
- Accompany outreach and access staff on outreach events

OTHER RESPONSIBILITIES

- Undertake any other related responsibilities commensurate with the evolving objectives of the role and the evolution of the service, as may reasonably be requested by the Early Years Locality Manager
- Work with due regard for organisation's core values and objectives
- Ensure the effective implementation of and adherence to, the Trust's Diversity, Equal Opportunities and Health and Safety policies and procedures

PERSONAL AND PROFESSIONAL DEVELOPMENT

- Identify learning and development needs with line manager and evaluate T&D to demonstrate performance needs have been met.
- Share best practice and achievements, and actively seek opportunities to present outcomes and case studies.
- Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in the trust's training and development programme.

Person Specification

Note to Applicant: When completing your application form you should demonstrate/evidence the extent to which you have the necessary education, experience, knowledge and skills identified as required by the application criteria for the post.

(NB: Where items appear which have not been deemed Essential, you should assume they have been considered Desirable).

Role Name: Volunteer Role									
Role Factors	Criteria No	Person Specification Criteria	Ranking	Criteria to be tested by the following documents and/or activities					
			E = Essential D = Desirable	Application Form	Interview	Presentation	Practical Exercise Test	Work Simulation Test	Certificates or Qualification
Education, Qualifications & Experience	1		E	✓					
	2		E	✓	✓				
Competencies	3	Ability to engage with infants and children under five	E						
	4	Ability to work as part of a team	E	✓					
	5	Ability to effectively communicate with a wide variety of people	E	✓					
	6	Ability to act professionally	E	✓					
	7	Enjoyment and interest in working closely with children	E	✓					
	8	Enthusiasm and adaptability	E	✓					
	9	Willingness to undertake appropriate training	E	✓					
	10		E						
	11		E						
	12		E						
	13		E						

Appointment to this role is subject to an enhanced records check through the Disclosure and Barring Service (DBS).