



## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Director Area:</b> Children's Services	<b>Job Ref Number:</b> 03111
<b>Service Area:</b> Early Years and Childcare Support	<b>Grade:</b> 5
<b>Job Title:</b> Early Years Entitlement Outreach Officer	

### **BACKGROUND:**

The ideal candidate for this job will be passionate about early years education and care. The role involves influencing stakeholders to promote the benefits of early education and care, particularly for young children considered deprived or vulnerable.

### **PURPOSE OF JOB:**

To act as an Outreach Officer: developing and maintaining strong, positive working relationships with the locality teams, health visitors, job centers, parents, childcare providers and other professionals to ensure funding is accessed by eligible children.

To provide support to the EYE Team, specifically relating to the delivery of the 2, 3 & 4 Year Old Entitlements. To maintain accurate reports on the take-up of the entitlements. To coordinate the outreach for the 2, 3 & 4 year old entitlements, ensuring DWP and health lists are used to contact families.

Embed new and innovative ways of thinking and working in order to maximise uptake of Early Years Entitlement, particularly 2, 3 & 4 year old funding.

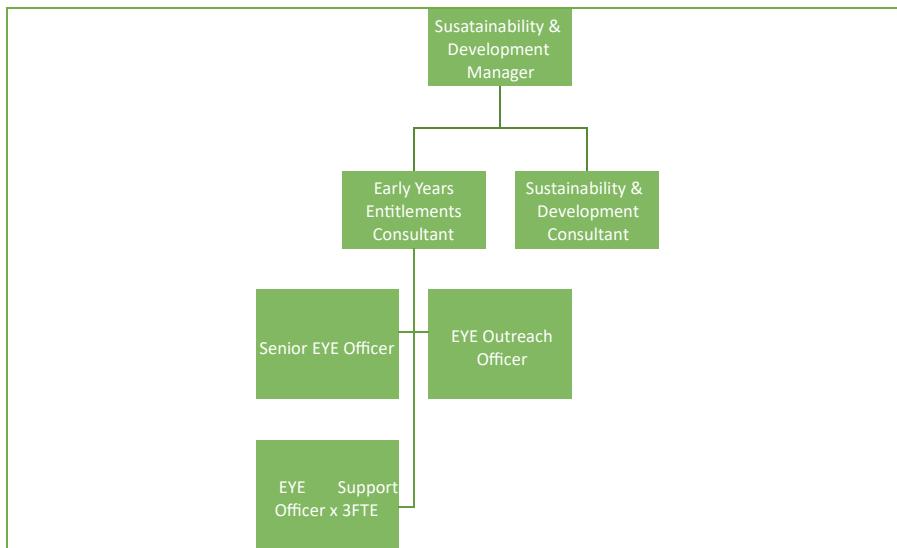
To process and analyse referrals and upload data into systems for census collection, including auditing, running queries and verifying information.

To maintain an accurate database of provider information, including Ofsted data for sufficiency reporting.

To conduct Compliance Auditing with Early Years Providers to ensure compliance with the EYE funding requirements across the county as directed by the EYE Consultant. Writing reports to support the findings of the EYE delivery in settings.

To undertake report writing and contributing to overall running records for early years providers.

## TEAM STRUCTURE:



## MAIN DUTIES:

1. Develop and maintain strong, positive working relationships with the locality teams, health visitors, job centers, parents, childcare providers and all other professionals to ensure funding is accessed by eligible children.
2. Develop reports to inform EYE Consultant of take-up trends of EYE funded places.
3. Support information for presentations and training purposes within team and other stakeholders. Ability to deliver presentations and training to large groups.
4. Identify trends and/ or anomalies in take up data to inform decision making and influence the marketing of 2, 3 & 4 year old funding.
5. Work alongside the Early Years Entitlements Consultant to ensure take-up data is used to inform sufficiency planning and investment of additional funding.
6. Provide support for contracts annually and agreements with, and provide advice and support to, internal and external providers of services.
7. To represent the EYE team when meeting key stakeholders in Early Years Entitlement including the locality teams, health visitors, job centers, childcare providers and other professionals to ensure funding is accessed by eligible children.
8. Lead on responses to queries relating to the 2, 3 & 4 Year Old Entitlement
9. Process referrals for the 2, 3 & 4 Year Old funding in line with guidance and report concerns to Line Manager
10. Provide support for the effective monthly claims and payments system as required.
11. To provide cover for other members of the team as and when required and be part of the EYE Team Rota as directed.
12. The post-holder will understand and work with the market, demonstrate extensive networking skills and be in regular contact with key stakeholders to ensure effective and efficient delivery of service.

13.	By way of audit and other quality assurance methods identify and advise the Early Years Entitlements Consultant of any issues/findings that require attention, change or modification to ensure the continued effective delivery of early years funded education places to children and families in Lincolnshire.
14.	To remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of

	best practice and ensure that all services comply with legal and regulatory requirements.
15.	To contribute to group discussions to solve problems to inform decision making.
16.	Provide challenge to the sector to adhere to national guidelines when delivering Early Years Entitlements.
17.	Work in collaboration with performance and finance colleagues to ensure reports are produced with accurate data.
18.	Work with partners to ensure a data is shared to encourage take-up of funded places.
19.	To manage own diary, including both internal and external meetings, and ensure a timely response to requests for information or support requested from stakeholders.

## PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Level 4 qualification or equivalent required to work at this level.	A, I	✓	
Knowledge of current legislation, changing government policy and delivery within the Early Years sector.	A, I, P		✓
Ability to maintain robust data systems using electronic formats.	A, I	✓	
Ability to communicate varied information effectively with internal and external clients via a variety of mediums (oral, written, presentation)	A, I, P	✓	
Good IT skills, including MS Office, financial systems, spread sheets and databases	A, I	✓	
Willingness and ability to work flexible hours	I	✓	
Negotiation and communication skills with external agencies	A, I	✓	
To be a key team player and work closely with staff members and specialist workers from other agencies, local authorities and organisations	I	✓	

Good presentation, written and verbal communication skills	I, P	✓	
Excellent interpersonal skills	I	✓	
The ability to quickly establish strong positive relationships across the organisation	I		✓
The ability to influence others effectively through negotiations	I	✓	
The ability to establish credible relationships across partner and other external organisations that command professional confidence	A,I		✓
Ability to deliver presentations and training to large groups	I,P	✓	

\*A = Application form

T = Test/Assessment

I = Interview

P = Presentation

## GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

<b>Job Details:</b>	
<b>Job Title</b>	Early Years Entitlements Outreach Officer
<b>Identifier</b>	03111
<b>Director Area</b>	Children's Services
<b>Service Area</b>	Early Years
<b>Score</b>	380
<b>Grade</b>	Grade 5

<b>Factor Levels:</b>	
<b>Supervision/Management Of People</b>	1
<b>Dispersal Awarded</b>	No
<b>Creativity &amp; Innovation</b>	4
<b>Contacts &amp; Relationships</b>	4
<b>Decisions - Discretion</b>	2
<b>Decisions - Consequences</b>	2
<b>Resources</b>	1
<b>Work Demands</b>	2
<b>Physical Demands</b>	1
<b>Working Conditions</b>	1
<b>Work Context</b>	2
<b>Knowledge &amp; Skill</b>	3