



## Outreach Worker Job Description

### Purpose of job:

To help develop and promote STAR's aim of widening awareness of diversity, inclusion and equality issues in early years' education and childcare.

**Hours of work:** flexible hours; minimum of 20 visits per year, equivalent to 800 hour hours per year (2 hours + 2 hours admin per visit).

**Pay:** minimum of £2000 per year (£100 per visit or approx. £25 per hour) + travel expenses

(**N.B.:** candidates who can provide training in diversity, inclusion and equality issues on behalf of STAR will be able to earn more.)

**Responsible to:** STAR management committee

### Job description:

#### main responsibilities:

- to undertake outreach visits to early years' settings within the Bath and North East Somerset Local Authority area, offering support and guidance to early years' workers about issues of diversity, inclusion and equality.
- to compile reports about the early years' settings visited, highlighting strengths, areas for development and actions required.
- to give advice on, and contribute to, the ongoing development and organisation of STAR's resource library, promoting its use by early years' settings, childcare providers and parents in the BANES area and beyond.
- to attend the STAR Annual General Meeting, Management Committee meetings and sub-committee meetings as required and provide regular progress reports for the Management Committee.
- to help promote the work of STAR through publicity, attendance at conferences and events, and the issuing press releases.

## optional responsibilities:

- to develop and deliver training, or training packages, on issues of diversity, inclusion and equality. (The ability to manage training contracts and payments is desirable).
- to liaise with OCN or other accreditation boards and manage the accreditation process if required.
- to contribute to the implementation and development of STAR's business plan.
- to contribute to the development and delivery of fundraising strategies, including funding applications.
- to represent STAR at relevant meetings, conferences and events.

The post holder may be required to undertake other duties commensurate with the grade.

## Qualifications:

- NVQ level 3 in early years education and childcare or equivalent is recommended
- qualifications in teaching, social work or early years' professions welcomed

## Skills:

### essential:

- experience of early years' education/childcare
- knowledge and experience of issues concerning multiculturalism, race equality, diversity and inclusion
- good oral and written communication skills, with the ability to relate well to people of all ages and backgrounds
- the ability to handle information securely and confidentially
- competence in basic IT skills
- ability to organise and prioritise work

## desirable:

- ability to arrange and conduct effective meetings
- experience in writing reports

## Experience:

### essential:

- a knowledge of positive-image resources and an appreciation of how to incorporate their use into everyday play within early years' settings
- a good understanding of government legislation regarding early years' education/childcare and equality legislation

### desirable:

- experience of dealing with local government and other statutory bodies
- a working knowledge about other organisations and institutions involved in the fields of diversity, inclusion and equality
- experience of developing and delivering training
- experience of implementing change
- experience of the operation of toy/resource libraries

## General:

- enhanced CRB will be required (paid for by STAR)

**Closure date for applications:** 24th September 2008

## Contact for applications:

[info@star4diversity.org.uk](mailto:info@star4diversity.org.uk) (preferred option)

or  
STAR (Outreach)  
Riverside Community Centre  
York Place  
London Road  
Bath  
BA1 6AE

website: [www.star4diversity.org.uk](http://www.star4diversity.org.uk)