



The Health Resource Centre, Adelaide Terrace, Newcastle upon Tyne, NE4 8BE
Tel: 0191 272 4244

Children and Families Practitioner Job Description

JOB PURPOSE

To promote the uptake of children and family services within Newcastle provided at various locations across the city achieving a large majority of families engaging with local services.

To deliver a range of sessions across the city for children and families including but not limited to Sensory Baby, Boogie Bairns, Messy Play, Cook Play Learn and Holiday Activity sessions.

To provide information and guidance about childhood and family services in venues throughout Newcastle

Work alongside our partnership organisations to give every child the best start in life

Sign post families to the wider Family Partner offer within the area where appropriate

To support volunteer involvement, particular encouraging parents to engage with the local activities to enable them to have their say in how services are shaped and delivered.

Ensure the highest quality of Healthworks service delivery

MAIN DUTIES AND RESPONSIBILITIES

*The following is typical of the level of duties which the job holder could be expected to perform. It is **not** exhaustive and other duties may be expected to be performed by the post holder from time to time, where deemed necessary.*

- Support the successful delivery of children and families sessions across Newcastle
- Support the successful delivery of Healthworks Useful Vision
- Engage families, ensuring they are registered and reach is maintained to a large majority of families in the most disadvantaged areas
- Ensure that families have access to information about family services and are appropriately signposted to these and other relevant family support services

- Deliver a range of sessions across the city for children and families including but not limited to Sensory Baby, Boogie Bairns, Messy Play, Cook Play Learn and Holiday Activity sessions
- Use a community development approach to Health Promotion
- Provide relevant children and family sessions using group work skills to encourage people to gain confidence, increase self-esteem and develop their skills
- Contribute to and support the programme of activities across the city
- Identify any families that require support through the Early Help process and carry out assessments where appropriate
- Support parents to engage with the wider partnerships to enable them to have their say in how services are shaped and delivered.
- Support development and delivery of holiday and out of school provision
- Assist accurate levels of monitoring and data collection and provide information as required, to maintain performance monitoring standards.
- Attend training in paediatric first aid and maintain qualification, delivering first aid if required
- Continually evaluate your approach. Learn from what is working well and be adaptable in your approach
- Engage and communicate with our service users and partners through social media and online channels
- Work in partnership and develop links with local community groups, voluntary organisations and statutory bodies
- Responsible for ensuring that risk assessments are carried out at related settings and that the requirements of all Health and Safety policies and procedures are met
- Work according to Healthworks policies and procedures, recognising our commitment to anti-discriminatory practices
- Undertake any training identified by the Line Manager relevant to the role

July 2026

Person Specification

Criteria	Essential [Requirements necessary for safe and effective performance in the job]	Desirable [Elements that would contribute to improved performance in the job]
Qualifications	• Educational qualifications • English and Maths at GCSE (or equivalent) at grade C or above or grade 4 and above	• Relevant Community Development / Children and Families qualification • Relevant/recent validated courses
Experience	Experience of • Working in an environment that requires confidentiality • Working in a culture of continual improvement • Working to a timetable that may change day-to-day • Good knowledge of issues that impact upon families experiencing disadvantage and/or discrimination • Good knowledge of professional standards and codes of conduct relevant to Childhood and Family Services	Have experience of • Working in the third sector • Working within a multi-agency, multi-disciplinary environment • Knowledge of community engagement • Experience of group work • Experience of working across various settings
Skills, Knowledge and Abilities	• A good level of IT skills including Microsoft Office • Ability to communicate with people at all levels • Ability to communicate verbally and in writing • Excellent organisational and time management skills with the ability to prioritise effectively • Ability to engage service users and other agencies through social media and other online channels or a willingness to learn and develop these skills Able to • Relate and interact with children and families • Develop positive relationships with families and professionals • Work flexibly, moving from one type of task to another within the same shift • Use Microsoft Office packages proficiently • Some evening and weekend work required	• Presentation skills • Reflective practice abilities • Knowledge of relevant national policies and guidance • Knowledge of community engagement • Good networking skills

Personal attributes	• Clear vision of the role • Committed to ongoing personal development • Possess strong interpersonal skills (especially active listening) • Positive about working as part of a team and in cooperation with colleagues in other teams • Solution focused • Ability to use own initiative • Enthusiastic • Flexible and adaptable • Passionate about giving children the best start in life • Commitment to Healthworks vision, values and ethos • Personal resilience to cope with the demanding role	• Advocate for the needs/rights of parents/carers and children
Other requirements	• Committed to equal opportunities • Recognises the need for confidentiality • No relevant criminal convictions • DBS clearance • Full driving license with own vehicle or access to a vehicle for travel – please note this on your application • Paediatric first aid qualification or willing/able to complete	