



**Cumberland
Council**

Post Specification

Date	March 2026
Post Group Number	9003
F	Family Hub Worker Best Start in Life
Job Family	People Care and Development
Job Family Role Profile	PCD7
Final Grade	7

To be read in conjunction with the job family role profile

Service Area description

The post sits within the Family hubs service area and is located in the Children and Families directorate.

Family hubs are a place-based way of joining up locally in the planning and delivery of family services. They bring services together to improve access, improve the connections between families, professionals, services, and providers, and put relationships at the heart of family support, offering a one stop shop for families.

Family hubs deliver our Best Start in Life offer and will provide support to families from conception to the age of 19 (or up to 25 for those with special educational needs and disabilities (SEND)).

Purpose of this post

To support the implementation and delivery of a high quality and inclusive 'Best Start in Life' core offer of early years services and support through Cumberland Family Hubs.

To prioritise the involvement of children and families in shaping the 'Best Start in Life' offer and its ongoing development.

To achieve positive outcomes for children pre-birth to five years, through undertaking outreach within communities.

Key job specific accountabilities

Support the development of a comprehensive, high quality pre-birth to five offer delivered through Cumberland Family Hubs.

Develop and maintain a varied and appropriate programme of support that is focused on enhancing health, wellbeing and development, working closely with health and voluntary sector partners to implement pathways of support for children aged 0 – 5 years.

Offer one to one practical support to families, helping them to make positive changes and supporting them to access what is available within the community, presenting families with support and guidance around specialist information.

To support families with presenting issues, this may include supporting parents and carers with practical help and guidance and early intervention to improve wellbeing and outcomes, empowering families with the skills and resilience they need to thrive.

Strive to remove barriers to ensure that vulnerable, disadvantaged and ‘at risk’ young children are able to access a welcoming and inclusive early years programme of activities.

Support the delivery of universal family sessions for families with older children as part of the wider family hub offer.

Contribute to multi-agency assessments and share appropriate information with relevant professionals and agencies, including Localities teams.

Contribute to the Family Hub Parent Carer Champions groups, ensuring that families with diverse lived experiences are fully welcomed and supported.

Comply with all safeguarding and child protection policies and procedures, including accurate recording as required.

Implement agreed policies and procedures within the Family hubs.

Take an active part within a Family hub team, alongside partners and volunteers, role modelling strong professional behaviour and standards at all times.

To be committed to professional development and to undertake training as required.

To adhere to Cumberland Council policies on confidentiality and information sharing giving due to consideration to the protection and well being of the child as paramount.

Contribute to Cumberland Councils emergency planning activity in a time of crisis.

Support Cumberland Council’s core values and corporate standards.

Undertake such other duties and responsibilities commensurate with the grading and nature of the post.

Ensure that the Service is at all times pursuing good individual relations and fair personnel, health and safety, equal opportunity and management practices. To take reasonable care of your own health and safety.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	N/A
Staff Management Responsibilities	N/A
Other	N/A

Essential Criteria - Qualifications, knowledge, experience and expertise

Qualifications

- A relevant qualification at NVQ level 3 or above within the field of childcare, education, health or equivalent
- Evidence of further professional development

Knowledge

- Working knowledge of relevant policies, statutory guidance and legislation as it relates to young children
- Working knowledge of the Early Years Foundation Stage, Healthy Child Programme and other relevant statutory duties and responsibilities across agencies

- Knowledge and understanding of child development and early attachment, and of the factors that can impact adversely on these
- Understanding of Equality and Diversity issues
- Awareness of Health and Safety requirements

Experience

- Experience of early years working with very young children and their families
- Experience of supporting families with parenting to enhance their child's learning and development at home
- Experience of working with other agencies and partners to improve outcomes for children

Skills

- Good communication skills, both written and verbal
- Ability to prioritise and manage work effectively
- Ability to use a range of ICT as appropriate to the role
- Ability to work on own initiative and as part of a team

Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
 - DBS Enhanced - Children

Job working circumstances

Emotional Demands	Minimal
Physical Demands	Minimal
Working Conditions	Post is required to be based in the Family Hub building identified and requires travel throughout Cumberland

Other Factors

Flexible working hours to ensure the needs of our families are met including some evening and weekend work.

Able to travel and have access to a vehicle.