# Early Words Together Co-ordinator

Reports to: Start for Life Family Hub Workforce lead

Direct reports: None

Evaluation: **479** points

Grade: **N6**

Reference: **A5823**

## Purpose

To promote and co-ordinate the smooth delivery of the Early Words Together programme by Community Family Offer partners.

## Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To promote, co-ordinate and lead direct work with children, young people and parents as part of the delivery of Early Words Together work programme.

2. To work with staff in the Children and Families Community Family Offer to provide advice on relevant policies and promote the uptake and delivery of Early Words Together, supporting them to work together and develop their confidence in delivery.

3. To build effective relationships with partners around speech, language and communication including in relation to school readiness as aligned with Newcastle's Best Start in Life Plan.

4. To work with partners to develop relationships with a view to co-delivery or delivery into other settings including early years settings and schools with early years provision.

5. To support in the planning and delivery of voice and influence Community Family Offer events as well as events, activities and outreach specifically focused on Early Words Together including digital promotion.

6. To manage any allocated financial resources as required

7. To promote and implement our Equality policy in all aspects of your employment.

8. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.