

## **Job Description and Person Specification**

### **Job details**

Job title: PEEP Co-ordinator  
Grade: NNCBAND04  
Reports to: Cluster Manager – Kettering and Corby  
Responsible for: n/a  
Directorate and Service area: Children's Services; Family Hubs and Early Help

### **Purpose of the job**

The PEEP Coordinator will lead the implementation and delivery of the PEEP Learning Together Programme across North Northamptonshire. The PEEP Learning Together Programme (LTP) is an evidence based programme that covers five strands of child development: personal, social and emotional development, communication and language, early literacy, early maths and health and physical development. The role will help support school readiness for 3 and 4 year olds. This dynamic role combines direct delivery with strategic partnership development to embed PEEP into local systems supporting children and families.

The postholder will support the delivery of PEEP Communication Groups across Family Hub sites, community venues, and early years settings, while developing outreach models for services supporting families in the home. A key part of the role will be engaging and training professionals from the Voluntary and Community Sector, Faith Groups, and other stakeholders to build capacity and increase the reach of PEEP in communities.

### **Principal responsibilities**

1. Co-ordinate and deliver PEEP Groups across satellite sites including family hubs, community settings, and early years providers.
2. Promote and expand the PEEP Learning Together Programme across North Northamptonshire, raising its profile with professionals, families, and wider stakeholders.
3. Build and maintain partnerships with local services, VCS organisations, faith groups, and education providers to embed PEEP into community delivery.
4. Train and support professionals and volunteers across sectors to deliver PEEP and use PEEP principles in their work with families.
5. Develop home-based and outreach models of PEEP delivery, supporting services that work in families' homes to integrate evidence-based early learning strategies.
6. Enable self-referral pathways into universal PEEP Groups for families across the area.
7. Raise awareness of early speech, language, and communication needs and how PEEP can support the home learning environment.
8. Make effective use of existing digital platforms and resources to support home learning, parenting, and access to universal advice, information, and services. This will include the use of targeted digital pathways, such as EasyPeasy, to promote speech and language development.
9. Monitor and evaluate the impact of PEEP delivery, ensuring fidelity to the programme and reporting progress to funders and stakeholders.
10. Work collaboratively with Family Hub staff, Speech and Language Therapists, and Early Years professionals to align delivery with local priorities.

11. The PEEP Coordinator will work with families from a range of diverse cultural and linguistic backgrounds across North Northamptonshire. Where a need is identified, language support services will be arranged to ensure accessibility and inclusion. This includes the delivery of parenting groups in non-English languages and working with interpreters to support effective communication and engagement.

## **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## **Special features of the post**

This post requires satisfactory clearance of an Enhanced Disclosure and Barring Service disclosure.

This role requires the post holder to deliver services in person and involves travel to various locations across North Northamptonshire.

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Educated to NVQ Level 3/A-Level standard or equivalent</p> <p>English &amp; Maths GCSEs C/Grade 4 or equivalent</p>	<p>Level 3 Diploma (or equivalent) in Childcare, Health and Social Care or a relevant field</p> <p>PEEP Learning Together Programme</p>
Experience and Knowledge	<p>Strong understanding of the early years sector and early childhood development</p> <p>Experience of community outreach, partnership development, or multi-agency working</p> <p>Experience delivering training or supporting others to deliver programmes</p>	<p>Experience of 1 or more of the 5 strands of PEEP Learning Together programme</p> <ul style="list-style-type: none"> <li>• Personal, social and emotional development</li> <li>• Communication and language</li> <li>• Early literacy</li> <li>• Early maths</li> <li>• Health and physical development.</li> </ul>
Ability and Skills	<p>Excellent IT literacy skills - Experience of using MS Excel, PowerPoint, Word, and Outlook.</p> <p>Excellent communication and interpersonal skills (written and verbal), with the ability to engage families and professionals from diverse backgrounds</p> <p>Planning and organising own workload to meet deadlines and maintain accurate accounts</p> <p>Demonstrate fluency in spoken English to a standard that enables effective communication with children, families and members of the public.</p>	

Attributes	Essential criteria	Desirable criteria
	Ability to travel between sites within North Northamptonshire	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p> <p>Commitment to equity, inclusion, and working with underrepresented communities</p>	
Additional Factors	A Family Hubs uniform will be provided	