

Parenting 2000

Child Safety Equipment Fitter Job Description

Job Title	Child Safety Equipment Fitter
Hours:	24.5 Hours per week
Salary:	£12.71 per hour (plus non-contributory pension)
Location:	Parenting 2000 Centres (Southport & Crosby)
Line Managed By:	Senior Manager

JOB PURPOSE

Parenting 2000 delivers the Child Injury Prevention Scheme on behalf of Sefton Council, supporting families across the borough to make their homes safer for babies and young children. The service provides practical help by arranging and fitting child home safety equipment such as safety gates, fire guards, window locks, cupboard locks, cord winders, bath mats and corner cushions.

This is a practical, community-based role for someone who enjoys hands-on work and wants their skills to make a real difference. The main purpose of the post is to visit family homes across Sefton and fit agreed child safety equipment safely, neatly and professionally. The post holder will be part of a friendly local charity team, helping families reduce everyday risks in the home and supporting the smooth running of the service through clear communication and accurate records.

Tasks and Responsibilities:

1. To visit families' homes across Sefton to fit pre-agreed child safety equipment in a safe, respectful and professional way.
2. To help organise, collect and take delivery of the materials and equipment needed for safety fitting appointments.
3. To complete work carefully and neatly, removing packaging, waste and debris and leaving the area clean and tidy.
4. To keep clear and accurate records of appointments, work completed, materials used and any follow-up actions required.
5. To communicate clearly and sensitively with families, recognising that appointments take place in people's homes.

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6. To follow agreed home visit procedures, risk assessments and lone working arrangements at all times.
7. To ensure all work is carried out in line with Parenting 2000's health and safety policies, procedures and training.
8. To work positively with Parenting 2000 colleagues to ensure appointments, records and family needs are managed smoothly.
9. To carry out occasional minor upkeep tasks at Parenting 2000 sites where these are straightforward, appropriate and agreed in advance with the line manager.
10. To support basic health and safety-related checks where required and where appropriate training has been provided.
11. To act as an organisation Fire Marshal if required, following appropriate training.
12. To follow and be committed to Parenting 2000's policies and procedures, including Equal Opportunities, Safeguarding, Health and Safety, Data Protection and Environmental Sustainability.
13. To maintain confidentiality of all information and records relating to the work of the project and Parenting 2000.

This job description is not an exhaustive list of duties. The post holder may be asked to undertake other reasonable duties, discussed and directed by the Senior Manager, and to participate in relevant training to support safe and effective service delivery.

Essential Requirements

We are looking for someone practical, reliable and approachable who enjoys working independently, takes pride in doing a job well, and would like to use their skills to help local families keep children safer at home. Training and support will be provided where needed.

- The post holder needs have a full driving licence as this role involves use of a company vehicle during working hours.
- Practical DIY, basic joinery or fitting experience, with the ability to use common hand tools safely and confidently.
- Good communication skills and the ability to speak respectfully and reassuringly with parents, carers and colleagues.
- Ability to prioritise and organise work tasks
- Basic IT skills, including the ability to use email and complete simple records on a computer, tablet or iPad.
- Willingness to undertake training relevant to the role, including safety fitting procedures, home visiting, safeguarding awareness and health and safety.
- Flexibility to occasionally work outside normal office hours by prior agreement, with time off in lieu in line with Parenting 2000 policy.

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- Able to work alone in the community while following agreed procedures and keeping in contact with the team.
- A positive, can-do attitude and pride in completing practical work to a good standard.

Additional Information

Criminal Records Check

The post is subject to an Enhanced Disclosure and Barring Check.

Hours of work

24.5 hours per week, usually worked over 3.5 days during Parenting 2000's normal operating hours of 9am–5pm, Monday to Friday. The exact days and working pattern will be agreed where possible to meet both organisational needs and the successful applicant's availability.

Occasional evening or weekend work may be required by prior agreement. Where this happens, time off in lieu (TOIL) will be given in line with Parenting 2000 policies and procedures.

Annual leave & public holidays

The annual leave is 28 days based on full time 35 hours, pro rata for less than 35 hours), plus normal Bank and Public holidays

Pension

The Organisation operates a non-contributory group personal pension scheme with its nominated pension provider, which is open to all eligible staff. Further details can be obtained from the HR Officer.

Other terms and conditions

Information on Statutory sick Pay/Pensions, etc, are included in the Parenting 2000 contract of employment.

Special terms & conditions

The contract for this post is subject to the satisfactory completion of an initial 3-month probationary period. The appointment may be terminated before the end of this period in writing by either side