



Business Support Officer
Family Outreach and Volunteering Service, Stockton-On-Tees
Grade 2 (lower) - £19,580 to £22,139 pro rata per annum
22.2 hours per week

Family Action is a charity committed to building stronger families by delivering innovative and effective services and support that reaches out to many of the UK's most vulnerable children, young people and their families. We seek to empower people and communities to address their issues and challenges through practical, financial and emotional help. Family Action are working in partnership with Harrogate & District NHS Foundation Trust to deliver an integrated 0-19 years Family Outreach and Volunteer Service. This role will be working in partnership with HDFT and other HDFT colleagues, but Family Action will directly employ the post holder.

You will need an organized approach to your work with a key attribute of enthusiasm and a creative, but flexible approach to your work with an ability to engage positively with a wide range of people. A sound knowledge and experience of supporting a fast-paced diverse team is essential to this post. You will have experience of being able to work under pressure in order to be able to support the Project Manager & the wider team in the business support needs of this service. Experience of managing finance systems (Incl: invoicing, credit card returns and petty cash etc) is essential to this post.

The post will involve working with and support the Family Outreach & Volunteer Service, which includes those families across the locality of Stockton-On-Tees that are accessing our services. You must have access to a vehicle for business purposes and be able to travel frequently between all four bases within the Stockton-On-Tees locality, with the expectation you will work collaboratively with Family Action & key delivery partners across the North Region of the country.

Family Action are forward looking, ambitious and with a commitment to continuous improvement. We are a **people focused, can-do** organisation, which strives for **excellence** in all we do and operate with **mutual respect**. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

Appointments are subject to Family Action receiving an enhanced disclosure from the Criminal Records Bureau, which we consider acceptable.

For an application, pack and further information please visit: www.family-action.org.uk/workingwithus

Please send completed applications to: completed.application1@family-action.org.uk

Closing date: 28 August 2018, 12pm
Interview date: Wednesday 12 September 2018

Family Action offers good working conditions, a comprehensive training programme and a Group Personal Pension Scheme (GPPS). Family Action encourages applicants from a diverse background and from all sections of the community