



Business Support Officer – Maternity Cover, temporary contract for 12 months
Positive Families Partnership – MST East London Service, Hackney Wick, London
£20,745 – £22,623 pro rata per annum inclusive of Inner London Weighting
18.5 hours per week across Mondays, Tuesdays and Wednesdays (those hours can be split how the successful candidate would wish to split them across those set days)

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 the Positive Families Partnership, which supports families facing significant difficulties and where there is a risk that their child/young person might become Looked After by Children's Social Care. As part of the Partnership, Family Action is responsible for delivering the Multisystem Therapy programme in the East London area to the following four boroughs, Tower Hamlets, Barking & Dagenham, Bexley and Newham. The team provides therapeutic programmes designed to help address a young person's behavioural issues and improve family functioning. The programmes are intensive, home-based, holistic interventions based on rigorous evidence. This role will be working in partnership with PFP and other PFP colleagues, however Family Action will directly employ the post holder.

You will need an organized approach to your work with a key attribute of attention to detail. You will have experience of being able to work calmly and efficiently under pressure in order to be able to support the MST Supervisor and the wider team in the business support needs of this service. Experience of managing data entry is essential to this post. You will also need to have an excellent telephone manner, as this post requires you to contact clients once a month to carry out an adherence questionnaire.

Family Action are forward looking, ambitious and with a commitment to continuous improvement. We are a people focused, can-do organisation that strives for excellence in all we do and operates 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 Disclosure and Barring Service that we consider acceptable.

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

Please email completed applications to: completed.application2@family-action.org.uk



Closing date: 25th February 2019, 9am

Interview dates: 27th February 2019 PM & 06th March 2019 AM

Family Action offers good working conditions, a comprehensive training programme and a Group Personal Pension Scheme (GPPS). We welcome applications from all sections of the community.