

**Administrator and Support Officer, Medway SENDIAS**  
**£6,413 – £7,251 per annum - (£19,776 - £22,360 FTE)**  
**12 hours per week**

**Temporary for one year, subject to further funding**

Medway SENDIAS Service aims to empower parents/carers and young people with special educational needs & disabilities, by providing free impartial information and advice relating to education, health and social care.

The Admin & Support Officer will maintain and undertake administration duties, carry out data collection tasks, attend meetings to take minutes and follow up actions. The Admin & Support Officer will monitor incoming referrals, input and monitor data and liaise with partner agencies. They will also monitor credit card returns and produce data reports from inform, supporting management and the wider team. You will promote a positive image of Family Action, representing the organisation and the service to service users, families, volunteers and external professionals.

**Our Values:**

People focussed, Mutual Respect, Excellence in all we do and a Can Do attitude.

If you can relate to these and have the necessary skills and attitude we can offer you:-

- A competitive salary, leave entitlement and pension scheme
- Career development opportunities
- A full induction and on going quality training
- The opportunity to become part of FA initiatives
- Flexible working hours
- Managed work loads with regular supportive and reflective supervision

We 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](http://www.family-action.org.uk/workingwithus)

**Please email completed applications to: [completed.application2@family-action.org.uk](mailto:completed.application2@family-action.org.uk)**

**Closing date: Tuesday 30<sup>th</sup> April 2019, 12:00**

**Interview date: Tuesday 7<sup>th</sup> May 2019**

*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.*