



Administrator, Nottinghamshire Small Steps, Nottinghamshire
Grade 1 (upper): £17,555 - £19,471 per annum
26.5 hours per week
1 year temporary contract possibility to extend

Nottinghamshire Small Steps Service is recruiting an administrator to join the existing Small Steps team.

Small Steps provides support to families where a Child or Young Person is displaying concerning behaviours indicative of ADHD or ASD or child has an ADHD/ASD diagnosis. Small Steps delivers practical and emotional support to the family, enabling them to increase resilience and long term coping strategies. We will provide a range of group work, parenting programmes and informal networks for parents and their children in community settings. We also work closely with external agencies completing assessments for onward referrals to Specialist services such as Community Paediatricians.

We require a highly motivated, enthusiastic, and innovative administrator to support with the ongoing demands of the service.

Our Values:

People focus, 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 ongoing quality training
- The opportunity to become part of Family Action initiatives
- Flexible working hours
- Managed workloads with regular supportive and reflective supervision

For an application pack and further information, including the benefits we offer, please visit www.family-action.org.uk/workingwithus.

Please email completed applications to: completed.application18@family-action.org.uk

Closing date: 28th January 2021, noon

Interview date: 9th February 2021

Appointments are subject to Family Action receiving an enhanced disclosure from the Disclosure and Barring Service that we consider acceptable.

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