

**Administrator & Business Support Officer, Small Steps Support Service, Medway, Kent**  
**14.8 hours per week**  
**Grade 2 (lower): £20,173 - £22,810 per annum pro rata**

Family Action are delighted to be launching a new and exciting 12-month pilot service; **'Small Steps'** on behalf of Medway Clinical Commissioning Group and Local Authority, which will start in 1<sup>st</sup> April 2020.

Small Steps Support Service will provide early support and evidence-based interventions for families where a child or young person is displaying concerning behaviour, or where they receive a diagnosis of ASD or ADHD. We will listen & act promptly, be respectful and value the contribution of parents/carers, children and young people, working in a joined-up way. Our service will be about *'doing with, not to'* and will put children, young people and their families at the heart of everything we do, informed by evidence-based research and practice.

The post holder will share and embrace Medway's Vision that *'all children and young people should get the best start in life, be able to access high quality services locally and get the right support and opportunities at the right time'*. This is an opportunity for the right person to make a real difference in the lives of children and young people and their families. The successful candidate will be a confident administrator with a keen eye for detail. They will have exceptional monitoring and analytical skills and will be passionate and highly motivated about the rights and needs of children with additional needs across Medway.

We are forward looking, ambitious and committed 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 experience of providing first-rate services to families to achieve the best outcomes for children and young people, we would like to hear from you. The Business Support Officer will contribute to the delivery of the organisation's strategic aims to ensure Family Action is Stronger than Ever for the children, young people and their families across Medway.

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

**Please email completed applications to: [completed.application15@family-action.org.uk](mailto:completed.application15@family-action.org.uk)**

**Closing date:** 1<sup>st</sup> February 2021, 9am

**Interview dates:** Tuesday 9<sup>th</sup>, Wednesday 10<sup>th</sup> and Thursday 11<sup>th</sup> February 2021



**Building  
stronger  
families**

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.