



## **Business Support and Administration Officer, Medway Small Steps**

**Based in Medway, Kent**

**15 hours per week (part-time)**

**Grade 2 (lower) Point 11-15: £20,375- £23,038 FTE (£8,260.13 - £9,339.72 per annum)**

**Fixed term contract: until 31<sup>st</sup> March 2023**

At Family Action we transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation. We have been building stronger families since 1869 and today we work with more than 60,000 families in over 150 community based services, as well as supporting thousands more through national programmes and grants.

Family Action is delighted to be able to offer a new and exciting post with our '**Small Steps**' Support Service on behalf of Medway Local Authority, which went live on 1st April 2021.

**Small Steps Support Service** provides 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 ASC or ADHD. We listen & act promptly, we are respectful and value the contribution of parents/carers, children and young people, working in a joined up way. Our service is 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 motivated, passionate and experienced SEND worker, with good assessment, safeguarding and engagement skills. They will have first-rate interpersonal skills, ensuring the voice of the child is central to the development of the service. The post holder will contribute to the delivery of the organisations strategic aims to ensure Family Action is Stronger than Ever for the children, young people and their families across Medway in Kent.

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse your travel cost if you attend an interview.

### **What will we offer you?**

We'll offer you flexible working hours, a generous pension scheme and leave entitlements, eye care vouchers, a cycle to work scheme and other great benefits. We have an excellent wellbeing offer and we will invest in your professional development with on-going quality training and career development opportunities. You'll join an established, supportive and high-performing service and have the opportunity to thrive in an innovative organisation that values your opinion, encourages learning and has the needs of children and families at its core.



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 operates with **mutual respect**. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

**For an application pack and further information please visit:**

[www.family-action.org.uk/get-involved/work-us/current-vacancies/](http://www.family-action.org.uk/get-involved/work-us/current-vacancies/)

**Please email completed applications to:** [completed.application21@family-action.org.uk](mailto:completed.application21@family-action.org.uk)

**Closing date:** Tuesday 1<sup>st</sup> February 2022 at 17:00

**Interview date:** TBC

Appointments are subject to Family Action receiving a satisfactory disclosure from the Disclosure and Barring Service.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

ID: 242