



## **Project Co-ordinator, Early Help Programme (Hodge Hill Locality)**

**Based in Birmingham**

**18.5 hours per week**

**Grade 3 (lower) Point 20-23: £27,218 - £29,869 FTE (£13,609 - £14,935 per annum)**

**Temporary contract until March 2022 (With a possibility of contract extension)**

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.

This is an exciting opportunity to support the coordination of an Early Help Service. The service will focus on identifying service gaps across Birmingham and by working in an integrated manner with other key partners will enable families to access Early Help and support, through the application of Early Help.

The project coordinator will:

- Work closely with the public and voluntary sector.
- Demonstrate an understanding of Early Help Support
- Lead in the allocation of Family Connect Form.
- An ability to work independently, flexibly and in an integrated manner is essential.
- Ability to drive and have the use of own car.

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.application30@family-action.org.uk](mailto:completed.application30@family-action.org.uk)**

**Closing date:** Friday 28<sup>th</sup> January 2022 at 09:00am

**Interview date:** TBC

Priority interviews will be given to those at risk of redundancy

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