



## **Project Coordinator, Sheffield ADHD Project**

**Based in Sheffield**

**18.5 hours per week (part-time), with possibility of additional hours**

**Grade 3 (lower) point 20-23: £27,218 - £29,869 FTE (£13,609.00 - £14,934.50 per annum)**

**Permanent Contract**

**Are you a self-motivated team player with a can-do attitude, who is solution focused and passionate about making a difference? If so, we want to hear from you.**

Family Action are delighted to offer an opportunity for the right person to join a small staff team delivering service to support children and families with ADHD in Sheffield.

With shared aspirations and ambitions for Sheffield, we aim for all children to have the best start in life, to be safe from harm, happy, and learning well. We will listen, be respectful and value the contribution of parents/carers, children and young people. 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.

We are looking to recruit a motivated and experienced professional to lead the service at a local level in line with the service outcomes, specification and budget. You will be a confident and skilled manager, skilled in direct work with children, young people and families with special educational needs and/or disabilities.

You will have a demonstrated ability to work on your own initiative and have excellent verbal and written communication skills. You will be confident and have established experience of facilitating between a variety of stakeholders; including parents, children and young people, the Local Authority, NHS staff, schools and other professionals. You will be educated to degree level with a recognised professional qualification in social care, health, education or NVQ level 3 or above.

This is an opportunity for the right person to make a real difference in the lives of children and young people with additional needs and their families by providing them with advice, support and information to help them to achieve positive outcomes.

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 a generous pension scheme and leave entitlements, eye care vouchers, a cycle to work scheme and other great benefits. All roles in Family Action are open to a discussion about possible flexible working options, subject to business needs, and all new starters will have the right to make a flexible working request from day one of employment. 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.application23@family-action.org.uk](mailto:completed.application23@family-action.org.uk)

**Closing date:** Monday 18<sup>th</sup> July 2022 at 8:00am

**Interview date:** Monday 25<sup>th</sup> July 2022

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

**ID: 454**