



**Job Title:** Activities Co-Ordinator

**Service:** Bridging the Gap Adult Neurodiversity and Mental Health Project, BAND

**Location:** Based in Bolton

**Hours:** 22.2 hours per week (part time) - part-time/full-time – x2 posts available

**Salary:** Grade 2 (upper) point 16-19: £24,724 rising to £27,232 FTE (£14,834.40 - £16,339.20 pro rata, per annum)

**Contract type:** Temporary Contract until 30 April 2025

**Are you a self-motivated, innovative team player, who is solution focused and passionate about making a difference? Do you have an excellent track record of retaining and delivering excellent operational services? If so, we want to hear from you.**

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.

Bridging the Gap is an exciting new pilot scheme funded by the Department of Health and Social Care. With the overall aim of reducing suicides, this pilot project will work with people who have co-occurring conditions of poor mental health and well-being, and neurodiverse presentation. We are recruiting a small team, including Senior Practitioner, x2 Activity Co-ordinators and Suicide Prevention Trainer to be part of this exciting opportunity. Bridging the Gap will sit alongside our existing Adult Mental Health Services, BAND and the Listening Lounge.

We are looking for highly motivated Activities Co-ordinators with experience of working with people who present as neurodivergent and with an understanding of mental health and it's impact on our target community.

### **Your impact**

We are looking for Activities Co-ordinators with the ability to work with people who use the service to co-produce a series of activities that will:

- Build self-confidence and self-esteem
- Develop a network of peer support
- Encourage and support them to make connections in their local communities,

Working collaboratively with the Senior Practitioner you will help people to build resilience and develop coping strategies and coping techniques to support emotional self-regulation, independence and inclusion within their communities.

### **Your skills**

We are looking for values based individuals who are experienced in working in a solution focused, compassionate and non-judgemental manner. You will have the ability to build effective relationships with people with lived experience and to work collaboratively to co-produce activities and a strong commitment to delivering a safe, inclusive and effective service.



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.

### **Next steps:**

- **To apply:** fill out the [Application Form](#) and email it to: [completed.application21@family-action.org.uk](mailto:completed.application21@family-action.org.uk)
- **To learn more about Family Action:** check out our [Recruitment Pack](#)
- **To learn more about Family Action's terms & conditions:** check out the [Summary Terms & Conditions of Employment](#)
- **To help us fulfil our commitment to encouraging diversity and promoting equal opportunities:** fill out our anonymous [Equality & Diversity Monitoring Information survey](#)

**Closing date:** Monday 29<sup>th</sup> April 2024 at 9.00am

**Interview date:** TBC

For direct queries with the hiring manager, please email: [Rita.liddell@family-action.org.uk](mailto:Rita.liddell@family-action.org.uk)

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.



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

**ID: 1127**