



Job title:	LifeSkills Coordinator
Service:	LifeSkills
Salary:	Grade 3 (lower, points 20-23) Starting at £28,315 FTE per annum to £31,073 FTE per annum £15,305.40 per annum to £16,796.21 per annum for 20 hours a week £19,131.75 per annum to £20,995.27 per annum for 25 hours a week
Hours:	20-25 hours per week
Location:	Homebased, based in the North West <i>The postholder will be expected to deliver face to face to face LifeSkills sessions within the North West, primarily but not exclusively in Greater Manchester. They will also be expected to travel occasionally to other areas of the country for meetings (eg team meetings).</i>
Contract:	Fixed Term Contract until 31 March 2025, with potential to extend
Responsible to:	LifeSkills Open Project Manager

The LifeSkills programme will offer groups of families the chance to come together to a trusted venue such as a children's centre or community setting. As well as offering opportunities for families to spend quality time together and have access to healthy food, these sessions will offer LifeSkills workshops for parents and carers to build their confidence, social networks, financial and employability skills. Examples include but are not limited to overcoming setbacks, managing debt, boosting confidence to return to work, CV writing, interview skills. The aims of the LifeSkills programme are to support participants to increase their confidence and 21st century skills, move closer to training/volunteering/employment, improve their social networks, and grow their confidence to provide low cost and nutritious meals.

The role involves delivering LifeSkills sessions to groups of families in the Greater Manchester area. The postholder will also be the main point of contact for delivery partners hosting programmes (e.g. small charities, schools) and staff and volunteers delivering sessions, and be expected to respond promptly to a wide range of queries and requests for support. Examples might include, for instance, devising LifeSkills programmes for different cohorts, presenting to potential partners, devising risk assessments, recording data, and visiting and providing guidance and support for staff and volunteers delivering sessions in venues across the country.

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.



To Apply:

- **Complete:** the Application Form and send to: completed.application2@family-action.org.uk
- **Closing Date :** Friday 5th April 2024, 9am
- **Interview Date:** Week commencing April 22nd 2024
- **To learn more about Family Action:** Recruitment Pack
- **To learn more about our terms & conditions:** Summary Terms & Conditions of Employment
- **To help us fulfil our commitment to diversity and promoting equal opportunities:** complete our anonymous Equality & Diversity Monitoring Information survey

For direct queries or if you would like to discuss any aspect of the selection process or flexible working requests, please email –

lifeskillsopen@family-action.org.uk

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