



ID: 1144 Project Coordinator
Medway Universal Parenting Programme

Salary: Grade 3 (upper) point 24-28
Starting at £31,991 FTE per annum to £35,445 FTE per annum
£24,209.40 to £26,823.24 per annum for 28 hours per week

Location: Medway, Kent

Hours: 28 hours (part time) over 3 days per week
Flexible with an option for hybrid working - please see below for more details.

Contract: Permanent

Family Action & the Role's Impact:

Family Action is a registered charity, building stronger families since 1869. 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. We transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation.

Medway Universal Parenting Programme is a new service commissioned by Medway Council Public Health and funded by the Department for Education via the Family Hubs and Start for Life Programme.

We are looking to recruit a motivated and forward looking Project Coordinator for our new universal parenting programme service to work within the Medway area. The aim of the service is to work with local partners within Medway to deliver a sustainable and cohesive evidenced based parenting programme for families of children aged 0-2years, supporting transition from pregnancy to parenthood.

This is an exciting opportunity for the right person working in collaboration with stakeholders and partners such as Family Hubs, Start for Life offer and Perinatal services, as well as building on existing services to enhance the offer to families.

Main Responsibilities:

- To lead and manage a small team and work within a multidisciplinary environment, maintaining and building strong stakeholder relationships.
- To deliver and oversee the delivery of training to adults.
- To evaluate and measure the impact of the service, identifying strengths and responding to areas for improvement.
- Participating, engaging in and supporting organisational meetings as well as internal and external events.

Main Requirements (for details check the job description and person specification):

- A relevant professional qualification at Level 3 or above in social care, health or education.
- Experience of delivering training and ideally parenting programmes.



- The ability to co-ordinate, manage and supervise a small team of Lead workers and Peer Support workers, ensuring that they carry out their roles and deliver all aspects of the Universal Parenting Programme safely and effectively.
- A commitment to equal opportunities, diversity and equality.
- The ability to align with and support Family Action's mission and values.
- A full driving licence and access to your own car is required for this post.

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

Benefits:

- an annual paid leave entitlement of 30 working days plus bank holidays (pro rata)
- up to 6% matched-pension contributions
- flexible working arrangements and new starters have the right to make flexible working requests from day one of employment
- enhanced paid sick leave and paid family leave provisions
- eye care and winter flu jabs vouchers
- cycle to work scheme
- investing in your professional development with ongoing quality training and career development opportunities

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**

To Apply:

- **Complete:** the [Application Form](#) and send to: completed.application8@family-action.org.uk
- **Closing Date :** Wednesday 1st May 2024 at 9am
- **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 **Tracey Gore:** tracey.gore@family-action.org.uk

Our commitment to Equality, Diversity & Inclusion:

We are happy to consider any reasonable adjustments that candidates may need during the recruitment process and you will be asked whether you require any adjustments if shortlisted for interview. We also make reasonable adjustments on the job, where required.

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.