

- ID 1071:** **Parenting Programme Facilitators**, Planning Together for Children
- Location:** Based in Sussex, Surrey, Berkshire, West Yorkshire, Liverpool, Cheshire or S.Yorkshire only. Remote working with occasional community based work in the above listed areas.
- Salary:** £13.65 per hour
- Hours:** Variable - a choice of weekdays, evenings, school hours and weekends
- Contract:** Sessional

**Planning Together for Children (PTFC) is a resource for separated parents and carers to help them focus on putting children first when sharing parental responsibilities. We're looking for experienced facilitators to deliver an innovative programme that promotes collaborative parenting.**

The PTFC team within Family Action is an established team of facilitators who actively participate in regular supervision and provide a supportive environment. Our facilitators help individuals make positive, long lasting behaviour changes to ensure effective co-parenting and play a pivotal role in diversifying within a range of communities.

**Do you have experience with group work? A background in social care or teaching in higher education or similar, and you're looking for a part time role that fits around you? If so, we want to hear from you!**

Our facilitators run online group sessions that last 2.5 hours, working with groups of up to 6 participants. The sessions run throughout the week and our facilitators can work up to 12 sessions a month. The hours are not guaranteed but you can choose sessions to fit around your existing commitments. On some occasions, the sessions are delivered in person in the community.

**Main requirements (see job description & person specification for more information):**

- To hold a relevant train the trainer qualification at Level 4 status. i.e Level 4 Certificate in Education or equivalent - **this is an essential requirement.**
- To have experience of facilitating groups which work with parents and care givers and in particular vulnerable individuals or those dealing with conflict.
- An understanding of the sensitivities of group dynamics and the importance of boundaries in a group setting.
- To be able to actively use facilitator evaluation tools in order to monitor the service strengths
- Experience of working with families in which divorce, separation and/or domestic abuse/inter-partner violence has been a presenting factor (for example in social care, healthcare, education and childcare settings).
- Experience of the Family Courts and related work is desirable.
- Appointments are subject to satisfactory Safer Recruitment checks, including a Disclosure and Barring Service (DBS) check at Enhanced level.

PTFC is commissioned by Cafcass. Family Action is a sub-contractor for Action for Children and delivers a significant amount of the contract's national provision.

## What will we offer you?

- A generous pension scheme and leave entitlement.
- Eye care vouchers, a cycle to work scheme plus other great benefits.
- Flexible working options - all new starters have the right to make a flexible working request from day one of employment, subject to business needs.
- Investing in your professional career development with on-going training.

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:

- **Application Process:** There are various sections to complete: Personal Details, Qualifications, Training, Employment History, Personal Statement & Declarations. Please refer to the job description and person specification when writing your Personal Statement to ensure you cover the requirements with your skills and experience.
- **Complete:** the [Application Form](#) & email to: [completed.application26@family-action.org.uk](mailto:completed.application26@family-action.org.uk)
- **Closing date:** rolling
- **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](#)

For direct queries with the hiring manager, please email **Catherine**, PTFC Operational Coordinator:  
[Catherine.roberts@family-action.org.uk](mailto:Catherine.roberts@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 ethnically diverse 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 who meet the minimum scoring criteria with their application.