



Job title:	Coproduction and Volunteer Coordinator
Service:	Sheffield Neurodiverse Family Support Service
Location:	Based in Sheffield with flexibility to work from home
Hours:	Up to 25.9 hours per week (3.5 days, part-time)
Salary:	£28,315 - £31,073 FTE (£19,820.50 - £21,751.10 per annum for part-time 25.9 hours per week)
Contract type:	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.

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.

Family Action are delighted to offer this opportunity within the Sheffield Neurodiverse Family Support Service (previously Sheffield ADHD Project).

This is an exciting time to join Family Action to help shape services via a newly created role. The post seeks to find innovative ways of supporting parents/carers and professionals faced with the day-to-day challenges of supporting children and young people with neurodiversity in Sheffield.

Your impact

This is an opportunity for the right person to make a real difference in the lives of children and young people and their families. The details of the role will be shaped by the post holder in collaboration with parents/carers and other stakeholders and will vary according to the needs of the local area.

Your responsibilities will include:

- Working directly with parents/carers to help shape service- coproduction
- Leading on the recruitment and training of parent/carer volunteers
- Leading the organisation of drop-in sessions for early support
- Leading on marketing and communication through webpage development, marketing materials and social media, ensuring information is coproduced and meets the needs of families/professionals in Sheffield.

Your skills

You will hold a recognised professional qualification (degree or NVQ 4) in social work or social care, health or education. We are particularly interested to hear from applicants who have lived experience of SEND and/or experience of working with families with SEND in an educational environment, local authority, voluntary organisation.

An ability to work collaboratively with families in an inclusive way is essential to this post.

This is an opportunity for the right person to make a real difference by providing the families of Sheffield with advice, support and information to help them to achieve positive outcomes.



What will we offer you?

You will join a positive team passionate about delivering high quality innovative services with a strong commitment to continuous learning and development. You will be supported to develop your knowledge and skills with 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. You will be offered regular individual supervision and trauma informed group consultation together with your team. Family Action offers a generous pension scheme and leave entitlements.

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.application4@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: Friday 12th July 2024 at 08:00am

Interviews are scheduled to take place from Wednesday 24th July 2024.

For direct queries with the hiring manager or if you would like to discuss any aspect of the selection process, please email: georgie.boot@family-action.org.uk

As a disability aware service, we are fully committed to making reasonable adjustments to support the interview process.

Appointments are subject to satisfactory Safer Recruitment checks, including a Disclosure and Barring Service (DBS) check where appropriate to the role.

ID: 1232