

Job Title:	Child and Family Support Coordinator
Responsible to:	Head of Services
Hours:	<p>20 hours per week contract to include:</p> <ul style="list-style-type: none"> • WEEKLY (18hrs) <ul style="list-style-type: none"> ◦ Thursdays, 16:00 - 20:00 (4hrs) ◦ Saturdays, 12:30 - 18:30 (6hrs) ◦ Office administration (8hrs) • MONTHLY (8hrs) <ul style="list-style-type: none"> ◦ Once a month, weekday, Sibling Support session (5hr) ◦ Once a month, weekend, Early Years session (2hrs) <p><i>All hours above include set-up time for sessions</i> Additional hours available in school holidays</p>
Rate of Pay:	£24,500 pro rata
Work Location:	Hybrid
Direct Reports:	Sessional Workers
Cross team working	Teenager and Adult Services Lead, Head of Administration and Operations, Finance and HR Coordinator, Programme Support and Volunteer Coordinator, Fundraising and Marketing team

Role Overview

We are a Mid Sussex charity that supports over 400 families, providing clubs and activities for people with learning disabilities, including those with complex needs.

With a growing waiting list and an ambition to expand our service by 30%, we're looking for a Child and Family Support Coordinator to join our team.

Responsible for leading two Kangaroos clubs, to deliver the best possible outcomes for members and their families and comply with appropriate legislation (Ofsted, Health & Safety, GDPR, etc) and Kangaroos policies and procedures.

Our members require specialist care and support to meet their diverse support needs (e.g. communication, personal care, behaviour support, emergency medication administration). The post holder is responsible for ensuring this support is safely, competently and sensitively provided and that the member's views and voices inform decisions that affect them.

Who are we looking for?

We're interested in hiring the right person for this role, so please do not be put off if you do not match all of the criteria. If you're passionate about making a difference, confident in managing other members of staff within a service delivery setting and feel you could excel in this role, we would love to hear from you.

Perhaps you're a nursery worker looking to expand your skills, or a recent graduate in education or health and social care. Maybe you're a teaching assistant looking for more varied hours or someone with lived or professional experience of learning disabilities or complex needs.

Main Duties

- Create a diverse, safe and enjoyable programme of activities and opportunities, designed by and for members to achieve positive outcomes within financial and other parameters agreed with Head of Services.

- Lead on the Family Support programme, including designing and delivering an Early Years and Sibling Support programme
- Support the Head of Services to ensure compliance with appropriate legislation, e.g Ofsted
- Line management responsibilities of Sessional Workers, including probationary reviews and appraisals
- Develop and implement care plans and risk assessments
- Maintain a warm and caring environment, ensuring safe, creative, and challenging activities chosen by members meet their needs, interests and strengths
- Build and maintain effective working relationships with relevant stakeholders, including members, parent carers, venue management, activity providers, ensuring suggestions/concerns are responded to clearly and sensitively
- Ensure all administration is accurate, up to date and completed to relevant standards and legislation. (member care plans, activity plans, registers, accident/incident records, safeguarding records, health and safety checklists, daily debrief records and procedures for administering medical treatment)
- Lead all end of session procedures, ensuring Parent Carers receive appropriate handovers when collecting their children and young people
- Support the team in running activities in the most effective and efficient manner
- Be a positive role model, embedding Kangaroos values, demonstrating appropriate professional behaviours and ways of working
- Fulfil any other duties considered reasonable as directed by the Head of Services and senior management.
- Actively promote equal opportunities and challenge discrimination.

Benefits Package

- We offer competitive salaries with annual reviews. Our salaries are paid on the last Friday of the month
- Kangaroos matches employee contributions of 5% to a nest pension
- Holiday allocation is 25 days plus bank holidays, pro rated

To Apply

Please apply through our HR portal [here](#), sending a CV and covering letter (maximum 2 pages) clearly outlining how you meet the criteria for the role.