

APPLICATION PACK:

Role: Family Support Coordinator

Term: 4-year post

**Hours: 30 hours per week – Hybrid Working (2 office days required)
(Flexible working hours offered, job share would be considered.)**

Post starting – Thursday 1st August 2024.

INFORMATION ENCLOSED

1. Job Description
2. Personnel Specification
3. Required information.

To Apply:

If you are dedicated and driven to support our vision, please send your CV with a covering letter indicating how you meet the requirements of the role to: kerrie.cartmill@angeleyesni.org

Closing date for return of completed application pack with CV, cover letter and required information is Sunday 2nd June 2024.

Interviews will be held across Thursday 20th and Friday 21st June 2024 in Angel Eyes NI offices Belfast. No alternative dates will be offered. Interviews must be carried out face-to-face. Please let us know any specific requirements you will need if you are invited for interview.

This post is funded by The National Lottery Community Fund under the SpecialEyes Project.



JOB DESCRIPTION

Family Support Coordinator

1. <u>JOB DETAILS</u>	
a. Reports to:	Family Support Manager
b. Responsible for:	Family Support Services
c. Working hours:	30 hours per week
d. Location:	Hybrid, Home working and Belfast Office
e. Remuneration:	FTE £29,269 - £31,364 pro rata
2. <u>JOB SUMMARY</u>	
<p>The Family Support Coordinator will join our dynamic Family Support Team, focusing on supporting parents and carers of children and young people with vision impairment and complex needs, and their wider families, across NI. You will work closely with the Family Support Manager, providing practical and emotional support to parents and carers at key pressure points, organising accessible events for parent and carers, families and siblings, and engaging with statutory, community and corporate stakeholders.</p>	
3. <u>KEY TASKS</u>	
3.1	Provide 1-1 bespoke emotional support, practical support and financial advice to parents and carers of children and young people with vision impairment and complex needs.
3.2	Provide direct support to children and young people with vision impairment and additional needs through home visits.
3.3	Develop and deliver a range of events, both online and in-person, for parents and carers, across Northern Ireland.
3.4	Develop and deliver a range of accessible events, both online and in-person, for children and young people with vision impairment and complex needs, and their families across Northern Ireland.
3.5	Coordinate and support peer parent carer groups based on identified themes.
3.6	Develop new ways to reach out to this cohort to increase engagement.
3.7	Create and maintain an electronic resource bank of information for key topics including grants to support families.
3.8	Collate, record, and analyse data from project to provide reports for organisation and funders.
3.9	Present findings to relevant All-Party Groups such as Mental Health, Disability and Carers Coalition.
3.10	Work collaboratively with voluntary and statutory services to meet the needs of our families, including signposting for further services.
3.1	Work collaboratively with other Angel Eyes NI team members.

3.1	Provide regular updates for the Angel Eyes NI website and newsletter.
4.	<u>GENERAL</u>
4.1	Ensure all activities are conducted in accordance with the Company's Health and Safety and Equal Opportunities Policy.
4.2	Conduct all activities with confidentiality and in accordance with the requirements of Data Protection Legislation.
4.3	Undertake any other duties as required, that are within the competence of the post holder and conducive to the effective delivery of the role.
4.4	Undertake and attend any training deemed necessary under the above general conditions.

Please be advised that this list is not meant to be exhaustive and may be added to or amended as and when deemed necessary.

PERSONNEL SPECIFICATION

<u>Specification</u>	<u>Essential</u>	<u>Desirable</u>	<u>Method Assessment</u>
Education Attainments	<p>5 GCSE's including English and Math.</p> <p>Minimum NVQ Level 3 qualification or equivalent in relevant subject/topic to role.</p> <p>Relevant workplace training.</p>	<p>Qualification in Counselling, Youth Work, Social Work, Early Years, Education or Health Profession.</p>	<p>CV</p> <p>Cover Letter</p> <p>Proof of certificates</p>
Job Experience and Training	<p>Minimum of 3 years' experience of working directly supporting parents and carers.</p> <p>Minimum of 3 years' experience of working with children and young people.</p>	<p>Experience of working with parents & carers of children with a disability, including visual impairment, and/or complex needs.</p> <p>Experience of working with children with a disability, including visual impairment, and/or complex needs.</p>	<p>CV</p> <p>Interview</p> <p>References</p>
Specialist Knowledge	<p>Knowledge and experience in supporting the emotional wellbeing of parents and carers.</p>	<p>Awareness of the Northern Ireland Carers Rights and disability rights and benefits system.</p>	<p>CV</p> <p>Cover letter</p> <p>Interview</p>
Special Skills / Aptitudes	<p>An ability to develop collaborative and productive working relationships with a range of stakeholders.</p> <p>An ability to work on your own initiative, problem solve and be solutions focussed.</p>	<p>Experience of working across multi-disciplinary teams to support families.</p> <p>Experience of report writing.</p>	<p>CV</p> <p>Cover letter</p> <p>Interview</p>
Disposition	<p>An ability to work on your own initiative, be resourceful and</p>	<p>Experience in supporting families through a range of supports, home visits, online</p>	<p>CV</p> <p>Cover letter</p>

	<p>adapt to the diverse needs of families.</p> <p>Compassionate with an ability to build good rapport with others.</p>	workshops, telephone support.	Interview
Personal Circumstances	Ability to work flexibly as some weekend or evening work will be required.	Full valid driving licence/Access to a reliable means of transport.	CV Interview

We reserve the right to enhance the aforementioned criteria in the event of an unprecedented response in order to facilitate shortlisting.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

Consent to Disclosure of Criminal Convictions:

Angel Eyes NI reserves the right to and will only seek such information in respect of persons to whom we have made a conditional offer of employment.

Angel Eyes NI will treat the information with the utmost sensitivity and confidentiality.

I understand that if I am made a conditional offer, I will be required to complete a self-disclosure of criminal convictions. I understand that as per the Access NI Code of Practice, Angel Eyes NI must ask me to disclose if there is any reason why I cannot work in regulated activity.

Privacy Notice

The data contained in this application form will only be used for the purpose of progressing this application for employment. The sensitive personal data on the attached monitoring form will only be used to comply with the requirement of statutory legislation.

The company will not share any of the information provided in your application with any third parties for marketing purposes or store any of your information outside the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for. You do not have to provide what we ask for although it might affect your application if you don't.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

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