

# Role Profile: Family Support Co-Ordinator



## What you will do

One of Mencap's priorities is giving children the best start in life. We want to work in partnership with different local organizations and with families themselves to ensure that:

- children have access to early years support
- families are supported to build their resilience and capability in the early years

The Family Support Co-ordinator will be responsible for planning, development, delivery and co-ordination of a family support programme offering a range of support to families who have a child aged 0-7 with significant developmental delay/learning disability to:

- come together, virtually or in person, to share learning and build mutual support networks
- access information and learning resources
- develop practical skills to support their child's development and growth
- build their emotional resilience and wellbeing
- identify and advocate for resources and services to improve their lives and those of their children.

## About you

You are passionate about supporting children and families to achieve their full potential through therapeutic play

Candidates from all backgrounds welcome!  
We are looking for people with a passion and drive to improve the lives of people with a learning disability.

## What you will bring

- Enthusiasm and commitment for the work that you do.
- Understanding of best practice when working with families and their children
- Ability to work effectively and collaboratively with all colleagues and other professionals to deliver and effective service to the and children we support. families
- A supportive and empathetic approach to working with children, families, staff and volunteers.

## Your experience

- Relevant Level 3 or equivalent in early years, community development, family support or youth and community work
- Experience (minimum 2 years) of working in a community-based role with families
- Experience of providing a family support programme to families with a child aged 0-7yrs
- Passion and commitment to offer the best start in life to children with a learning disability and their families
- Experience of building and sustaining relevant internal and external partnerships on a local and regional basis
- Excellent interpersonal and relationship-building skills and an ability to genuinely engage with parents and carers
- Ability and willingness to work flexible hours and to travel outside their area if required

# Role Profile:

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## More information

The Family Support Co-ordinator will work collaboratively with families, services, and the community sector to:

- Scope/research, develop and deliver a range of interventions and workshops (for example a listening ear service, evidence-informed parent support programmes, skill-based workshops, information events) to support parents' personal development and their child's learning and development
- Provide emotional support, being a bridge into services and encouraging engagement in wider opportunities
- Build confidence, capacity, and resilience of parents, based on what they want, and their aspirations
- Promote and facilitate opportunities for families to access information and to develop their capacity in partnership with local HSCTs and Family Support Hubs
- Work collaboratively and effectively with all colleagues and other professionals in delivering an effective service for families
- Build and sustain effective partnerships with relevant statutory, community and voluntary organisations in order to best support the needs of families
- Support Mencap's evidence-based approach by participating in identified research or feasibility trials
- Adhere to Mencap Safeguarding policies and procedures
- Work in a confidential and professional manner that recognises the importance of the welfare and safety of children and their families
- Take part in and assist in the organising of special events and any other activity as required.
- Carry out any other duties reasonable within the competence and capability of your role.

## What will Mencap give you

- 24 days annual leave and bank holidays (pro rata's and dependent on contract)
- Amazing benefits & pension
- Full training and support in your role

## How to apply

Please apply with an up to date CV that demonstrates your skills and experiences relevant for this position.

If you require any further information please contact our Recruitment Team on 01733 246699

Join the team and be part of an organisation passionate about making the UK the best place for people with a learning disability to live happy and healthy lives.



# Who you can expect to work with

Children with a learning disability and/or additional need

Families and carers of children

Mencap NI Colleagues

Multi-disciplinary Teams

Key staff within statutory organizations



## Mencap's values and how they apply to this role

We are  
**Passionate**  
about making  
the world a  
better place

You will be passionate about how you and your team can improve the lives of the people with a learning disability, reflecting always how you and your team can learn and improve

We are  
**Inclusive**  
of everyone

You will be inclusive by making sure that you support all Mencap colleagues and volunteers. Within your team you will work to make sure all voices are heard, and different views listened to

We are  
**Brave**  
we challenge  
and try new  
things

You will be brave by encouraging people to have big ideas about what would make their team the best place to work, and you will test things out and learn from mistakes

We are  
**Positive**  
in our work  
and with each  
other

You will be positive in how you work with your team. You will encourage them to share their own ideas and encourage honest and open conversations about what could be better

We are  
**Kind**  
to everyone

You will be kind and considerate in all your interactions, and will call out any behaviour that is not, so that people feel it is a safe place to work