Job Vacancy:
Family Support Manager
Maternity cover: up to 1 year (minimum 9 months)
starting from end of May 2017
(Full-time hours, although there is scope for the role to be reduced to part-time)

We are looking to recruit a committed and energetic person as **Family Support Manager** to manage and develop the work of the Markfield Family Support Team. The services the team currently provides include:

- The Children's Advocacy Service on behalf of Haringey Council
- Advice surgeries and outreach
- Youth participation groups
- Parent /carer training workshops
- Inclusive community drop in sessions
- Parents' support groups
- Transition & adulthood advice work and carers group
- Volunteer befriender scheme
- The Special Educational Needs & Disabilities Information, Advice & Support Service (this is separately managed within the team)

As Family Support Manager you will be responsible for the management of the staff and budget for the whole team, involvement in planning the strategic development of Markfield family support services, as well as undertaking some direct service delivery of one or more of the above services.

Skills, knowledge & experience needed for the role:
- an understanding of the needs and experience of working with disabled people and their families
- knowledge of Local Authority procedures and Safeguarding legislation
- excellent team working and organisational skills
- excellent communication skills, including written communication
- the ability to manage a budget
- the ability to lead and manage a team of staff and volunteers which runs a diverse range of projects, reporting to several different funders.

Salary: NJC Spine point 32 to 34   £29,728 to £31,328pa
Hours: 35 per week
Note: there is scope to negotiate for the role to be based on part-time hours

See Job Description and Person Specification below
To apply, download and complete the application form and email it to enquiries@markfield.org.uk

Closing date: 5pm Wednesday 3rd May 2017
Interviews will be held on Monday 8th May