

allsorts

supporting children with additional needs and their families

requires a

Parent / Carer Support Co-ordinator

to work within the Allsorts team, providing support and advice for families with children with additional needs

Hours: 7 ½ hours per week

Salary: **£24,148 per annum pro rata**

Fixed term contract for 1 year (to be extended subject to funding)

Location: **Partly home based, Support Group sessions held at Parliament Children's Centre in Stroud, with possible other venues in the Stroud district**

For more information about this position please contact Nikki Michael for an application pack, or download one from our website www.allsortsglos.org.uk

Closing date for applications: 5pm, Monday 31st October 2011

Interviews: Tuesday 8th November 2011

Allsorts welcomes applications that reflect the diversity of the community in which it works

email: info@allsortsglos.org.uk

telephone 0758 237 8422

Allsorts, PO Box 3092, Stroud, Gloucestershire. GL6 1GN

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JOB DESCRIPTION

JOB TITLE:	Parent / Carer Support Coordinator
EMPLOYED BY:	Allsorts
RESPONSIBLE TO:	Trustees
SALARY:	£24,148 per annum pro rata
HOURS:	7 ½ hours per week, including some Saturday & after school work
ANNUAL LEAVE:	25 days per year pro rata plus all public holidays.
LOCATION:	Partly home based; Support Group session held primarily at Parliament Children's Centre, Stroud, possibly other venues in the Stroud locality.
PURPOSE OF POST:	To ensure, in conjunction with Allsorts colleagues, the provision of high quality and integrated support for the parent/carer members of Allsorts. In addition, for some projects, supporting our disabled young members and their siblings.

MAIN DUTIES AND RESPONSIBILITIES:

1. To run a 3 hour weekly parent / carer support group, currently held at Parliament Children's Centre or The Trinity Rooms on Friday mornings, (or on 1 Saturday afternoon per month at Stroud Youth Centre).
2. To identify and provide a range of opportunities for parent/carers to gain access to information and advice , including inviting speakers and signposting to other services.
3. To develop and source funding for a range of support initiatives and leisure activities in consultation with parent / carers.
4. To ensure that this service operates in an efficient, professional and effective manner, in compliance with legislation and Allsorts policies and procedures, paying particular attention to issues of diversity, equality, health & safety and safeguarding.

5. To analyse, monitor and review this work and report regularly to the Allsorts' Trustees and Funders including regular supervision, annual appraisal with their line manager and written reports.
6. To contribute to the planning and delivery of services provided by Allsorts.
7. To identify the need for volunteer support where appropriate, and recruit, train and supervise volunteers.

WORK WITH OTHER AGENCIES:

8. To attend meetings of local voluntary and community organisations, statutory bodies and working groups as appropriate to ensure other professionals are aware of and are referring families to Allsorts.
9. To work in partnership with other agencies, health visitors, Children's Centres and Children & Young People with Disabilities Teams if opportunities arise to improve the quality of service for Allsorts' members.
10. To identify and encourage opportunities for the sharing of experience and knowledge between other parent / carer groups.

GENERAL:

11. To ensure that services are accessible by undertaking outreach work, with some weekend working. To take a proactive approach to ensure that those groups most in need of support are prioritised.
12. To keep abreast of developments in countywide provision for our members.
13. To participate within the Allsorts Staff Team with regards to all matters that require a team approach e.g. strategic planning, office procedures, cover and training.
14. To undertake professional development/training to meet developing requirements and to maintain necessary skills and knowledge to carry out the duties as specified.
15. To act with initiative and with the best interests of Allsorts in mind at all times.

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PERSON SPECIFICATION

Job Title	Family Support Coordinator		
	<i>Essential Criteria</i>	<i>Desirable Criteria</i>	Assessed by?
Education/ Qualifications/ Experience	<p>A qualification in education, social work, community work, counselling or similar field.</p> <p>Knowledge and experience of the needs of families of children with additional needs.</p>	<p>Evidence of IT skills.</p> <p>Knowledge of services relating to children with additional needs in Gloucestershire.</p> <p>First Aid qualification.</p>	Application/ interview
<p>Proven Ability</p> <p>(The knowledge skills and aptitudes needed for the job holder to perform the required job competently, these attributes will normally have been gained by exposure to work of a similar type)</p>	<p>Excellent communication skills, including active listening.</p> <p>Excellent facilitation and group management skills.</p> <p>An ability to demonstrate empathy</p> <p>Evidence of ability to set targets and prepare and deliver on work plans.</p> <p>Experience of working both collaboratively and independently</p> <p>Ability to network and develop links with other organisations</p> <p>Commitment to actively improve equal opportunities and access to services for all</p>	<p>Evidence of the ability to empower others to develop skills and confidence</p> <p>Creative approach to challenges</p>	Application/ interview
<p>Other Requirements</p> <p>(e.g. car driver)</p>	<p>Car Driver</p> <p>The ability to work some weekends and occasional evenings</p> <p>Willingness and enthusiasm to contribute to the skills and activities of a committed staff/volunteer team</p>		Application

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Job Application Form

*Please either complete the application form using black ink,
or by typing into it using Word.*

All the information provided will be treated as confidential.

This application is for the post of **Parent / Carer Support Co-ordinator**

PERSONAL DETAILS

Surname		Forename(s)	
Title (Mr, Ms, Mrs, Miss, etc)		Date of Birth	
Address		National Insurance Number (if known)	
Email address			
Telephone Home:		Work:	
Mobile:		May we contact you at work?	Yes / No

HEALTH

A health problem or disability does not preclude full consideration for the job, and applications from disabled people are welcome.

Do you have a health problem or disability which is relevant to your job application? Yes / No

If yes, please describe your health problem or disability: _____

ACADEMIC/PROFESSIONAL QUALIFICATIONS/COURSES ATTENDED

If you are currently studying, please also include details of those courses.

Dates	Qualifications (if relevant) GCSEs, O or A levels, NVQs, Degrees, etc	Subjects and Courses Attended (if relevant)	Results

EMPLOYMENT (PAID OR VOLUNTARY)

Employer/organisation	Current position	Reason for leaving	Current salary

Please give details of **all** positions held, starting with the most recent.
(Continue on a separate sheet if necessary).

Dates From / To	Employer/organisation	Position and main duties	Reason for leaving

If required, one additional sheet may be used.

PERSONAL STATEMENT

It is important that you relate this section to the Job Description and Person Specification for the post for which you are applying.

If required, one additional sheet may be used.

REFERENCES

Please give names and addresses of two people who can provide references for you. One should be your present or most recent employer/organisation.

REFEREE 1	REFEREE 2
Name _____	Name _____
Address _____ _____ _____	Address _____ _____ _____
Tel. No. _____	Tel. No. _____
In what capacity is this person known to you? _____ _____	In what capacity is this person known to you? _____ _____
May we contact this person prior to any interview? Yes / No <input type="checkbox"/> / <input type="checkbox"/>	May we contact this person prior to any interview? Yes / No <input type="checkbox"/> / <input type="checkbox"/>

Where did you see this vacancy advertised? _____

DECLARATION

To the best of my knowledge and belief, all the information given is true.

Signature _____ Date _____

This form, together with the completed Equal Opportunities Monitoring Form, should be returned in a sealed envelope, marked "Job Application", to:

Nikki Michael,
Programme Co-ordinator
Allsorts
PO Box 3092
Stroud
Gloucestershire
GL6 1GN

Or emailed to info@allsortsglos.org.uk

*If you choose to email the two forms, you must **also** send us by post a signed hard copy of this final (References/Declaration) page.*

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Notes on Completing the Job Application Form

Thank you for the interest you have shown in our vacancy. These notes are to help you make the most of your application.

Before completing the application form (which can be in writing or by typing into it using Word), please make sure that you read thoroughly the job description, person specification and any accompanying information.

Job Description

The main duties and tasks of the post are listed. This is not an exhaustive list but gives an idea of the scope and responsibilities of the post.

Person Specification

This lists the specific skills and experience you need to do the post.

Short-listing is carried out purely on the information contained in your application form and it is therefore important that you demonstrate how you satisfy each and every point of the person specification. You have to tell us information about yourself – we cannot make assumptions. You should answer in relation to each point in the person specification.

It will be insufficient merely to duplicate what the person specification states. So, for example, if it asks for “ability to” you will be required to demonstrate positively your ability, etc. by some reference to your academic, professional, voluntary or personal life.

Education and Training Section

This section should be used to tell us about your education, qualifications and training relevant to the advertised post.

It is not necessary to list every GCSE/A-level, etc. pass that you have received. For example, 6 GCSEs, 2 A levels would be sufficient – but you may wish to highlight any subjects which are particularly relevant to the post.

Please also list any training you have received or are currently undertaking which you feel is relevant to the advertised post, even if your training will not lead to a qualification.

Employment Section

This section should be used to tell us about relevant current and previous experience whether from employment, voluntary work, studying etc. Much of what you do now may be relevant to the advertised post, even if it is not paid employment. Please ensure that you tell us about it. Please give the reasons for any gaps in your employment history.

You must specify why you left your last job or why you want to leave. If you have not been in paid employment over the last few months, please let us know what you are presently doing. For example, you may be in voluntary employment, unemployed, studying or working in the home.

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Referees

Please give details of two referees, one of whom should be your line manager at your current/last employer, and specify in what capacity the person knows you e.g. line manager for x years. Please bear this in mind that we will need to contact someone who still works for your current/last employer. If your line manager no longer works for the employer please give a contact in the HR department.

All employment at Allsorts is offered on the condition that we receive two references which are satisfactory to us.

Equal Opportunities

We require all our staff to demonstrate good practice in terms of Equal Opportunities . You will be required to demonstrate more than a paper commitment to our beliefs by reference to what you have already achieved in this area and what you hope to achieve if offered the post.

Please complete the Equal Opportunities Monitoring Form and return this with your application. The monitoring form is confidential and will not be seen by any of the short-listing or interview panel. Allsorts challenges discrimination in all areas of its work and employment practices. If you are disabled and have any special needs, then please let us know.

Returning your form

Please return your completed application form and equal opportunities monitoring form to the Administrator at Allsorts, PO Box 3092, Stroud, Gloucestershire GL6 1GN. Note that if you email your application, you must also *post to us* a hard copy of the signed last page of the application form (Referees / Declaration). The monitoring form is kept confidentially and separate from your application.

Closing Date

In order for your application to be considered, your form must be received by the Administrator by the closing date. This date is given on the advertisement and on the job description. Unfortunately, it will not be possible to consider applications received after the closing date.

What happens next?

We will let you know by letter or email whether or not you have been short-listed and we will write to short-listed applicants detailing the interview arrangements. Occasionally, where there are time constraints, we may telephone you instead.

Thank you for your interest in working for Allsorts and good luck with your application. If you have any queries on completing the application form please contact Allsorts on 0758 237 8422

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Personnel Monitoring Form

Allsorts believes it is fundamental that the spirit, letter and practices of equality of opportunity are central to all the policies, initiatives and services it delivers. For monitoring purposes only we would be grateful if you would help us by completing the boxes below.

All information supplied will be treated as strictly confidential and anonymous and will only be used for the effective implementation of our equal opportunities policy and practice.. It will be separated from the main application form on receipt.

You are not required to complete this form. However, given that we need this information in order to ensure we are implementing our Equalities and Diversity Policy, to which all staff and volunteers have agreed to abide by, we would expect successful applicants to comply with this request.

Please either type yes in the appropriate spaces, underline your choice or place a tick there, or ring the information which applies to you. Thank you.

Ethnicity			
White British <input type="checkbox"/>	White European <input type="checkbox"/>	White Irish <input type="checkbox"/>	Chinese <input type="checkbox"/>
Asian <input type="checkbox"/>	British Asian <input type="checkbox"/>	Black British <input type="checkbox"/>	British Chinese <input type="checkbox"/>
Black <input type="checkbox"/>	Mixed Parentage <input type="checkbox"/>	Other ethnic group <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Gender	Age bracket		
Male <input type="checkbox"/>	15 – 25 years <input type="checkbox"/>	26 – 60 years <input type="checkbox"/>	Over 60 years <input type="checkbox"/>
Female <input type="checkbox"/>			
Do you consider yourself disabled?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you consider yourself Gay, Lesbian, Bisexual or Transgender?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Position in the organisation			
Staff <input type="checkbox"/>	Volunteer <input type="checkbox"/>	Management Committee <input type="checkbox"/>	Job applicant <input type="checkbox"/>
Date completed			