



Job title: Project Manager

Service: Walsall Special Education Needs and Disabilities Information, Advice and Support (SENDIAS) Service

Location: Walsall

Hours: 37 hours per week (full-time)

Salary: Grade 3 (upper) point 24-28: £32,311 - £35,800 per annum

Contract type: Permanent contract

Do you have experience of leading and managing a team, delivering and developing a service, and working directly with child and young people with SEND and their parents or carers? Are you able confidently to build collaborative relationships with a range of professionals, stakeholders and services? If so, Family Action has an exciting opportunity and would love to hear from you.

Who we are

Family Action is a registered charity, building stronger families since 1869. Today we work with more than 60,000 families in over 200 community-based services, as well as supporting thousands more through national programmes and grants. We transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation.

Your impact

You will lead and manage a small team of staff and volunteers to deliver the Walsall SENDIAS Service, which provides impartial information, advice and support for children and young people with SEND, working collaboratively with a range of other services and agencies and ensuring that the service meets its statutory duties, required standards and targets.

Your skills

You will have a strong track record in delivering a well-established and respected high quality service. You will have experience of leading and managing a small team, and confidence in building collaborative working relationships with a range of stakeholders. You will also have experience of working directly with families who have children and young people with Special Educational Needs and Disabilities.

What will we offer you?

We offer flexible working hours, a generous pension scheme and leave entitlements, eye care vouchers, a cycle to work scheme and other great benefits. We have an excellent wellbeing offer and we will invest in your professional development with on-going quality training and career development opportunities. We have six staff diversity networks that offer peer support and contribute to the strategic development of EDI; Accessibility Network, Anti-Racism and People of Colour Network, Gender Equality Network, Inter-Faith Network, LGBTQIA+ Equality Network and Parents and Carers Equality Network. You'll join an established, supportive and high-performing service and have the opportunity to thrive in an innovative organisation that values your opinion, encourages learning and has the needs of children and families at its core.



We are forward looking, ambitious and committed to continuous improvement. We are a people focused, can-do organisation, which strives for excellence in all we do and operates with mutual respect. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

Our commitment to Equality, Diversity & Inclusion:

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community / particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQ+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse any reasonable travel costs associated with attending an interview.

Next steps:

- **To apply:** fill out the [Application Form](#) and email it to: completed.application4@family-action.org.uk
- **To learn more about Family Action:** check out our [Recruitment Pack](#)
- **To learn more about Family Action's terms & conditions:** check out the [Summary Terms & Conditions of Employment](#)
- **To help us fulfil our commitment to encouraging diversity and promoting equal opportunities:** fill out our anonymous [Equality & Diversity Monitoring Information survey](#)

Closing Date: Friday 25th October 2024 at 5.00 pm

For direct queries or if you would like to discuss any aspect of the selection process or flexible working requests, please email: Charmaine.Church@family-action.org.uk

Appointments are subject to satisfactory Safer Recruitment checks, including a Disclosure and Barring Service (DBS) check where appropriate to the role.

ID: 1323