



Reaching Families

Director

Summary:	Overall responsibility for the management, strategic direction and sustainability of Reaching Families
Responsible to:	Chair and Board of Trustees
Salary:	£50,000 FTE (actual £30,000 gross pa)
Working Hours:	21 hours per week
Contract:	Permanent
Location:	Home based with some travel across West Sussex
Other benefits:	Flexible working; 6.6 weeks holiday (inc Bank Holidays); laptop provided; pension scheme; travel expenses.

Job Description & Person Specification

Key Tasks & Responsibilities

1. Work with staff and the board of trustees in devising, implementing and managing a new three year business plan for the charity covering the period 2028-2031
2. Responsible for all of Reaching Families fundraising including charitable trusts and foundations, community fundraising and individual giving, the national lottery and statutory grants and contracts
3. Responsible for managing relationships with major funders including monitoring & evaluation, grant review meetings, impact reporting, negotiating grant agreements and continuation funding
4. Responsible for all of Reaching Families external communications including website, social media, impact reporting, press & PR
5. Represent Reaching Families in the local SEND community including building and maintaining relationships with statutory and voluntary partners
6. Responsible for financial management of the charity including long-term financial forecasting, financial reporting, annual accounts and banking
7. Work with the Operations Director in ensuring our policies and procedures remain up to date
8. Project manage our information resources including our parent-carer guide, Making Sense of It All, factsheets and e-learning resources
9. Provide direct line management of the Operations Director and Administration & Finance Officer
10. Support the Operations Director in providing support & supervision to other members of the team
11. To pursue a strategy of continual personal and professional development
12. To carry out other occasional duties commensurate with the role

Person Specification

Knowledge

- Extensive knowledge and/or experience of the challenges faced by parent-carers and children and young people with SEND (desirable)
- Up to date knowledge of charity law and best practice in fundraising and charity management (essential)
- Up to date knowledge of current trends in SEND law, policy and best practice (desirable)

Skills & Attributes

- Passionate about improving the life chances of children and young people with SEND, their parent-carers, siblings and extended family (essential)
- A highly motivated self-starter with a flexible approach to working life (essential)
- A strategic and creative thinker with the vision to lead Reaching Families through the next phase of its development (essential)
- Excellent people management skills and the ability to inspire and lead staff and volunteers through a period of change (essential)
- Ability to manage a diverse and highly demanding workload (essential)
- Excellent inter-personal and communication skills and comfortable working with people from a wide variety of backgrounds (essential)
- Excellent writing and editing skills applied in a number of different mediums including fundraising, communications and impact reporting (essential)
- Full driving license and own vehicle (desirable)

Experience

- Extensive experience of fundraising in particular from charitable trusts and foundations, the national lottery and statutory grant makers (essential)
- Experience of managing services in the voluntary and community sector preferable gained in a small to medium sized charity (essential)
- Experience of business planning, monitoring, evaluation and reporting against strategic objectives (essential)
- Experience of working with SEND children and young people and their families (desirable)

Education & Training

- Educated to Degree level or equivalent (essential)
- Fundraising training (desirable)
- Other training relevant to the role (desirable)

Other

- Enhanced DBS check and Safeguarding training (to be completed for successful applicants)
- Have the right to work in the UK

Applications: Please visit our website here: [Work with us](#) to download an application form.

Completed application form and C.V. should be emailed to the Chair of Trustees at: helen@reachingfamilies.org.uk

Closing date for applications: 30/11/2026 **Interviews:** Two-stage interviews commencing from 07/01/2027

We welcome applications from all members of the community and value diversity in the organisation. Please contact us if you require any reasonable adjustments to the recruitment process due to any disability or health requirements.

Dove Lodge, 49 Beach Road, Littlehampton BN17 5JG

www.reachingfamilies.org.uk

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