

## Details of vacancy

<b>Job Role</b>	<b>Outreach and Training Co-ordinator</b>
<b>Job description</b>	Working as part of the Outreach and Training team the role will include planning, co-ordinating, marketing, hosting and evaluating our training workshops and support groups and providing support to parent-carers and families of children with young people with SEND.
<b>Contract of employment</b>	21hrs pw, term-time only, including evenings (1 or 2 per week) 12 month contract (extension subject to additional funding)
<b>Salary</b>	£22,284 FTE (actual £11,436 gross pa)
<b>Closing date for applications</b>	29 <sup>th</sup> of July 2025 at 5pm
<b>Interview date</b>	12 <sup>th</sup> of August 2025
<b>Interview location</b>	Dove Lodge - Littlehampton
<b>Return applications to</b>	<a href="mailto:Jobs@reachingfamilies.org.uk">Jobs@reachingfamilies.org.uk</a>

## Personal details

<b>Name of applicant:</b>	
<b>Address:</b>	
<b>Email:</b>	
<b>Contact number:</b>	
<b>Do you have the right to work in the UK?</b> (proof will be required on offer of employment, e.g. UK Passport ) Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Please let us know below if you require any reasonable adjustments to the application or recruitment process due to any disability or health requirements.</b>	

## Education and Further Training

<b>Name of Setting</b>	<b>Date from/to</b>	<b>Qualification/s</b>	<b>Grade</b> (if applicable)

## Current Employment

Name and address of current/ most recent employer	
Job Title	
Salary	
Dates from and to	
Main responsibilities and duties	
Reason for leaving	

## Employment History (please include details of any gaps in employment)

Name of Employer	Job Title	Dates from and to	Main responsibilities and duties

If you have any further details you want to include please add in the 'Further Information section'

## Supporting statements

<b>Why do you want to work for Reaching Families? Max 300 words</b>

**Please share with us why you feel you are right person for this role, including how you meet the required person specifications as stated on the Job Description? Max 600 words**

**This role will include travelling and transporting equipment/resources to various locations across West Sussex. Some of these locations are not easily accessible by public transport. Please share with us how you intend on navigating this.**

It is essential that the successful candidate has IT experience. We use the following programmes, MS Office 365, including: Word, Excel, Outlook, PowerPoint, SharePoint, One Drive as well as Eventbrite, Canva and Mailchimp. Please share which of these you have experience in using and how.

When would you be available to start/ what is your notice period?

## Further information

Please use this space to share any further information on employment, training or any other supporting information.

## DBS Check

Please note an enhanced DBS check is required for this role.

I understand and accept that an enhanced DBS will be carried out prior to employment ☐

## Equality and Diversity

We want to meet the aims and commitments set out in our equality and diversity policy. This includes not discriminating under the Equality Act 2010. We want to build an accurate picture of our reach in recruitment in encouraging equality and diversity. If you choose to share with us, please follow the link below. Please note that no identifiable information is required in order to protect your anonymity.

Please use this link to complete: <https://survey.zohopublic.eu/zs/IsEFsM>

## References

We may contact your referees prior to an employment offer. We will not ask your current employer until we get your permission.

<b>Reference 1 - From most recent employer</b>	
Name	
Job title	
Email address	
<b>Reference 2</b>	
Name	
Relationship/ Job Title	
Email address	

## Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in a retraction of employment offer or dismissal.	
<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	