

Outreach & Training Co-ordinator

Summary:	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 and young people with SEND.
Responsible to:	Reaching Families Outreach and Training Manager
Working Hours:	21 hours term-time only, including evenings (1 or 2 per week)
Salary:	£22,284 FTE (actual £11,436 gross pa)
Contract:	Initial 12 month (with extension subject to funding)
Location:	Home based with travel across West Sussex for support groups and events
Other benefits:	flexible working; pension scheme; additional holiday bonus; travel expenses

Job Description & Person Specification

Key Tasks & Responsibilities

1. Work with the Outreach and Training Manager, Team Lead, and the Outreach and Training team in designing and planning our training programme including commissioning trainers, booking venues & catering, registration & administration, identifying new training opportunities, etc.
2. Facilitate our regular Umbrellas support groups in varying locations across West Sussex (some of which are not easily accessible by public transport), including transporting equipment and resources, setting up the room, welcoming parents and guest speakers, supporting and connecting parents
3. Work with the Outreach and Training team to co-ordinate the delivery of our training timetable including hosting individual workshops and courses
4. Undertake out-reach and marketing amongst parents and professionals to promote all Reaching Families projects including our training, support groups, befriending, benefits advice, NDP Navigation and our information resources
5. Carry out regular monitoring & evaluation of our training delivery and support groups and provide regular progress reports to the Outreach and Training Manager
6. Establish and maintain close working relationships with other relevant local partners and parent groups
7. Represent Reaching Families at local events, forums and other relevant meetings
8. Pursue individual requests for specific information from parents and carers who attend training or support groups and via email/telephone
9. Promote Reaching Families and share information with parents on Facebook and other social media
10. To pursue a strategy of continual personal and professional development
11. To carry out other occasional duties commensurate with the role

Person Specification

Knowledge:

- Knowledge of the challenges experienced by parents and carers of children with special educational needs and disabilities (SEND) (essential)
- Working knowledge of the local SEND community (desirable)
- Working knowledge of current trends in SEND law, policy and best practice (desirable)

Skills & Attributes

- Passionate about improving the life chances of children with SEND and extended family (essential)
- A highly motivated self-starter with a flexible approach to working life (essential)
- Committed to professional and personal development and lifelong learning (essential)
- Ability to manage a diverse and demanding workload (essential)
- Ability to work remotely and as part of a team (essential)
- Excellent inter-personal and networking skills (essential)
- Full driving license and own vehicle (desirable)

Experience

- Experience in management of training delivery (desirable)
- Experience of using MS Office including SharePoint (essential)
- Experience of using Zoom and Eventbrite (desirable)
- Experience of providing information to disadvantaged people, preferably to parents and carers of children with SEND (desirable)
- Experience of working in the voluntary and community sector (desirable)
- Experience of out-reach and marketing (desirable)
- Experience of working with volunteers (desirable)

Education & Training

- Event management/training co-ordination/operational planning (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 apply for the role. The application form can be downloaded in Microsoft Word format, or as an editable PDF

Completed application forms should be emailed to: Jobs@reachingfamilies.org.uk

Deadline for applications: Tuesday 29th July at 5.00pm

Interview date: Tuesday 12th August 2025

Location: Dove Lodge, Littlehampton

Dove Lodge, 49 Beach Road, Littlehampton BN17 5JG

www.reachingfamilies.org.uk

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