



# Reaching Families

*Empowering families of children and young people with special educational needs and disabilities in West Sussex*

## Reaching Families Job Opportunity

**Job Title: Training Co-ordinator**

**Hours: 14 hours per week (Term time only)**

**Salary: £20,000 pro-rata**

An exciting opportunity to join a growing organisation providing information, training and peer support to parents and families of children and young people with special educational needs and disabilities in West Sussex. We are looking to recruit a highly skilled and motivated team member to co-ordinate and manage our training delivery. The post holder will be responsible for planning and co-ordinating our training programme, marketing and outreach, hosting training workshops, undertaking evaluation, etc.

Please note, training workshops are currently being delivered virtually by zoom but we hope to slowly offer both virtual and in person events in 2021, which will then involve travel across West Sussex.

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 be made to the application or interview process due to any disability or health requirements.

For an application pack please email: [donna.manwill@reachingfamilies.org.uk](mailto:donna.manwill@reachingfamilies.org.uk)

For further information about the role, call Donna on **07805 260868**.

Deadline for applications is 3rd December 2020.

Interviews to be held in person at Dove Lodge, Littlehampton on Friday 11th December.

The venue has strict Covid safety measures in place and the interview will be carried out following appropriate guidance for social distancing.