



**Reaching
Families**

Job Opportunity

Benefits Service Manager

Are you an experienced benefits advisor with a passion for maximising income for children and young people with special educational needs and disabilities?

Hours:

28 per week (including some evenings)

Salary:

£28,000 pro-rata (actual £22,400 pa)

Location:

Home based (with occasional travel for meetings in West Sussex)

Additional benefits:

Flexible working; 6.6 weeks holiday; pension scheme; travel expenses

We have an exciting opportunity for someone to join our rapidly 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.

For any questions about the role call Brian O'Hagan or Donna Manwill on 01903 366360

For a job description and further information on how to apply email donna.manwill@reachingfamilies.org.uk

www.reachingfamilies.org.uk

Registered charity No. 110906

Company Limited by Guarantee No 8261096



EMPOWER

INFORM

SUPPORT

We are looking to recruit a skilled and motivated individual to manage our Benefits Advice Service.

As well as overall management of the service, the post holder will be responsible for the delivery of advice and guidance on Carers Allowance, Disability Living Allowance and Personal Independence Payment to parent-carers of children and young people with SEND in 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.



**Deadline for applications:
Monday 4th March**

**Interviews to be held in Littlehampton:
Wednesday 20th March**