



**Reaching  
Families**

## Job Opportunity

*Would you like to work with a rapidly growing organisation providing support to parents and families of children and young people with special education needs and disabilities?*

## Outreach and Training: Administrator



EMPOWER

INFORM

SUPPORT

### Hours:

21 per week (term-time only)

### Salary:

£22,284 FTE (actual £11,435 pa)

### Contract:

Initial 12 months (extension subject to further funding)

### Location:

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

### Additional benefits:

Flexible working; additional holiday bonus; pension scheme; travel expenses

*We are looking to recruit a skilled and motivated administrator to join our Outreach and Training Team.*

The role will involve providing a range of administrative duties across the Outreach, Training and NDP Navigation Services. It will include processing referrals, creating and maintaining records on our database, monitoring and evaluation, managing enquiries from parents, sharing resources and signposting parents to other relevant services.

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.

If you have any questions about the role please call:

Hannah Delmar-Addy on 07951 794734

For a job description and further information on how to apply, please email her at:

[hannah@reachingfamilies.org.uk](mailto:hannah@reachingfamilies.org.uk)

**Closing date for applications:  
8th April 2025**

**Interviews to be held in  
Littlehampton on:  
30th April 2025**

[www.reachingfamilies.org.uk](http://www.reachingfamilies.org.uk)

Registered charity No. 110906

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