



NDP Support Worker

Summary:	Working within the Outreach & Training team to provide information, advice, signposting, training and support to parents and carers of children and young people on the West Sussex Neurodevelopmental Pathway (NDP)
Responsible to:	Reaching Families Outreach & Training Manager
Salary:	£24,000 FTE (actual £19,200 gross pa)
Working Hours:	28 hours per week (to include some evening hours)
Contract:	Initial 12 months (with extension subject to further funding)
Location:	Home based with some travel across West Sussex
Other benefits:	Flexible working; 6.6 weeks holiday (incl Bank Holidays); laptop & phone; pension scheme; travel expenses

Job Description & Person Specification

Key Tasks & Responsibilities

1. Work with the Outreach & Training Manager in co-ordinating and delivering a programme of support for parent-carers of children/young people on the West Sussex Neurodevelopmental Pathway (NDP)
2. Provide 1-2-1 short term case work support to parent-carers of children/young people on the NDP, helping them to access services and support that meet theirs and their child's needs
3. Undertake SEND health checks of parent-carers who access the service to ensure they are in receipt of all the support they are entitled to including benefits, grants and other financial resources
4. Provide information, advice and signposting to parents of children/young people on the NDP via telephone and also at online and in-person drop-in sessions
5. Signpost or make referrals for parent-carers to Reaching Families services including our befriending service, benefits advice service and parent-carer support groups, and other external services
6. Reporting any concerns with regards to the safety of a child, young person or carer to the Outreach and Training Manager and Safeguarding Lead
7. Work with the rest of the Reaching Families team to build a library of resources on neurodiversity and use in informing and supporting parent-carers
8. Maintain individual records on the NDP Navigation Service via our Charitylog database and on individual caseload log sheet
9. Carry out regular monitoring & evaluation of the NDP Navigation service, reporting to the Outreach and Training Manager
10. Establish and maintain close working relationships with relevant partners including NHS Child Development Centres, CAMHS, Early Help, Portage, etc.
11. Represent Reaching Families at local events, forums and other relevant meetings
12. To pursue a strategy of continual personal and professional development
13. To carry out other occasional duties commensurate with the role

Person Specification

Knowledge

- Extensive knowledge and/or experience of the challenges faced by parent-carers and children and young people on the neurodevelopmental pathway (essential)
- Extensive knowledge and/or experience of ADHD, Autism and other neurodivergent conditions (essential)
- Working knowledge of the local SEND community (essential)
- Working knowledge of current trends in SEND law, policy and best practice (desirable)

Skills & Attributes

- Passionate about improving the life chances of neurodivergent children and their parent-carers, siblings 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 time management and organisational skills (essential)
- High level of IT literacy (essential)
- Excellent inter-personal and communication skills (essential)
- Excellent listening skills (essential)
- Full driving license and own vehicle (desirable)

Experience

- Experience of **either** advice giving preferably gained in the voluntary or statutory sector **or** experience of casework support preferably gained working with families of neurodivergent children (essential)
- Experience of working with parent-carers and families of neurodivergent children (essential)
- Experience of undertaking outreach to disadvantaged communities (essential)
- Experience of using MS Office including SharePoint and Microsoft Teams (essential)
- Experience of using Charitylog or other CRM databases (desirable)
- Experience of using Zoom and Eventbrite (desirable)
- Experience of working in the voluntary and community sector (desirable)

Education & Training

- Accredited training or qualifications in Neurodiversity (desirable)
- Other SEND training (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

Apply in writing including a CV and cover letter on no more than two sides of A4 of how you meet the requirements of the post and the person specification. **Please send to: hannah@reachingfamilies.org.uk**

Closing date for applications: 8th April 2025 Interview date: 24th April 2025

Dove Lodge, 49 Beach Road, Littlehampton BN17 5JG

www.reachingfamilies.org.uk

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