

January 2022

Dear Applicant

**Job Title: Family Support Adviser**

Thank you for your interest in the opportunity to become a Family Support Adviser, supporting families who have a child with any special educational need or disability (SEND). This post will be supporting families who live in Maldon and the surrounding areas, and is a temporary post for 6 months (this may be extended if funding allows).

This post is for 18.5 hours a week, and we are very flexible about how those hours are worked. Our team meetings are usually on a Wednesday morning and we like everyone to attend if they can.

On our website you will find:

* The job descriptions and person specifications;
* An application form;
* Equality and diversity monitoring form;

To apply please submit a completed application form that addresses all the essential and desirable criteria listed in the person specification.

You can find out more information about Families InFocus (Essex) on our website (www.familiesinfocusessex.org.uk), or our Facebook page (Families InFocus – Essex). If you would like to have an informal chat about the role before applying, please call me on 07780 671212, or email me at [kirsty@fifessex.org.uk](mailto:kirsty@fifessex.org.uk).

Please return your completed application form and monitoring form to me, at the email address above, by **9am on Friday the 28th January 2022**.

Interviews will be held week beginning the 7th February, initially via zoom. It would be helpful if you could inform us of your availability for interview during that week when you submit your application.

If you have a passion for working with a great team who make a real difference for families across Essex, we would be delighted to receive your application and look forward to hearing from you.

Best wishes,

**Kirsty Cornell**

**CEO**