

ID: 1126 **Practice Development Support Officer**

Salary: starting at £24,724 FTE per annum, raising to £27,232 FTE per annum
Grade 2 (point 16-19)
Additionally, £480 home-based allowance FTE per annum

Location: Homebased with some travel

Hours: part-time (22.2 hours per week)

Contract: Permanent

Family Action & the Role's Impact:

Family Action is a registered charity, building stronger families since 1869. Today we work with more than 60,000 families in over 150 community based services, as well as supporting thousands more through national programmes and grants. We transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation.

Are you passionate about good practice and developing practice to ensure positive outcomes for Children, Families and Communities? If so, we have a vacancy within Practice Development that you may be interested to explore.

Supporting the Head of Practice Development to build Thematic Practice Communities across our 9 thematic areas of work. Supporting the development of resource banks, sharing best practice supporting growth and provide a practice base that delivers high quality outcomes for anyone who accesses our services.

Main Responsibilities:

- Collaborating with services and teams across the organisation, volunteers, and service users to bring communities of best practice together.
- Identify experts in their field, models of practice and replicable practice that can be shared across the organisation to create consistent approaches and measured outcomes.
- Supporting the development of resource banks and evidenced based tools and interventions to support practice.
- Working alongside Innovation and Design to bring models of practice together and enable growth within the organisation.

Your skills:

- You will have a strong track record in high quality business and data analysis support.
- You will be passionate about engaging with staff teams and our service users in all aspects of our work including participation and co-production.
- You will have a 'can-do' approach at work and be an energetic team member who will build and sustain working relationships with colleagues and others to support the work of Practice Development across Family Action.

Benefits:

- an annual paid leave entitlement that commences at 25 working days, rising each April by one day, subject to a maximum of 30 working days plus bank holidays.
- up to 6% matched-pension contributions.
- flexible working arrangements and new starters have the right to make flexible working requests from day one of employment.
- enhanced paid sick leave and paid family leave provisions;
- eye care and winter flu jabs vouchers,
- cycle to work scheme,
- investing in your professional development with ongoing quality training and career development opportunities.

We are forward looking, ambitious and committed to continuous improvement. We are a people focused, can-do organisation, which strives for excellence in all we do and operates with mutual respect.

To Apply:

- **Complete:** the [Application Form](#) and send to: completed.application20@family-action.org.uk
- **Closing date:** Friday 12th April at 5pm
- **Interview date:** Week Commencing 22nd April
- **To learn more about Family Action:** [Recruitment Pack](#)
- **To learn more about our terms & conditions:** [Summary Terms & Conditions of Employment](#)
- **To help us fulfil our commitment to diversity and promoting equal opportunities:** complete our anonymous [Equality & Diversity Monitoring Information survey](#)

For direct queries or if you would like to discuss any aspect of the selection process or flexible working requests, please email **Sue Rogers, Head of Practice Development:** Sue.Rogers@Family-Action.org.uk

Our commitment to Equality, Diversity & Inclusion:

We are happy to consider any reasonable adjustments that candidates may need during the recruitment process and you will be asked whether you require any adjustments if shortlisted for interview. We also make reasonable adjustments on the job, where required.

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse your travel cost if you attend an interview.