**Job Description: Family and Community Support Coordinator**

**Location:** Swinton Lock Activity Centre, Dun Street, Rotherham, S648AN  
**Salary:** £29,932  
**Contract Type:** Full Time – 2 years

**Role:** 37.5 hours per week (some evenings and weekends will be required)  
**Reporting To:** CEO

**About Us**

Swinton Lock Activity Centre is a charity organisation dedicated to supporting children, adults, and families facing challenging circumstances. We work to build stronger communities by offering tailored services, advocacy, and practical support. Our mission is to empower individuals and families, fostering resilience and positive change.

**Role Overview**

As a **Family and Community Support Coordinator**, you will play a vital role in supporting children, adults, and families within the community. You will act as a key point of contact, providing practical assistance, emotional support, and connecting individuals to relevant services. This role is critical in promoting wellbeing, independence, and inclusive participation in community life.

**Key Responsibilities**

1. **Support and Coordination:**

* Provide one-to-one and group support for individuals and families, assessing their needs and creating tailored support plans.
* Offer guidance and advocacy, helping clients access housing, education, healthcare, and financial support services.

1. **Community Engagement:**
   * Build and maintain strong relationships with local communities, stakeholders, and partner organisations.
   * Organise and lead community events, workshops, and support groups to foster a sense of belonging and empowerment.
2. **Case Management:**
   * Maintain accurate and up-to-date case files, ensuring confidentiality and compliance with GDPR regulations.
   * Monitor progress and adapt support plans to reflect changing needs.
3. **Safeguarding and Advocacy:**
   * Identify and address safeguarding concerns in line with organisational and statutory guidelines.
   * Advocate for clients, ensuring their voices are heard and their rights are upheld.
4. **Team Collaboration:**
   * Work collaboratively with colleagues, volunteers, and external agencies to deliver holistic support services.
   * Contribute to team meetings, service development, and reporting activities.

**Person Specification**

**Essential:**

* Experience working in a support, social work, or community engagement role.
* Strong understanding of the challenges faced by families, children, and adults in vulnerable situations.
* Excellent interpersonal and communication skills, with the ability to build trust and rapport with diverse groups.
* Knowledge of local services and resources, including housing, education, and social care systems.
* Ability to manage a caseload effectively, with strong organisational and time management skills.
* Commitment to safeguarding and promoting the welfare of children and vulnerable adults.
  + Experience of capturing data and reporting on this in line with our grant funders.
  + Excellent communication skills
  + An ability to work closely and non-judgementally with other people, showing an understanding of boundaries and a commitment to equal opportunities and anti-discriminatory practice.

**Desirable:**

* Relevant qualifications in social work, community development, or a related field.
* Experience in facilitating group sessions or community events.
* Familiarity with UK charity sector practices and regulations.
* A good understanding of early interventions, preventions and safeguarding.

**What We Offer**

* Competitive salary and benefits package.
* Ongoing training and professional development opportunities.
* A supportive and inclusive workplace culture.
* The chance to make a real difference in the lives of individuals and families.

**How to Apply**

To apply, please email [rebecca.swift@swintonlock.org.uk](mailto:rebecca.swift@swintonlock.org.uk) requesting an application form.

For further information or an informal discussion, contact Jayne or Rebecca on 01709578778.

Closing date for applications –3rd January 2025

Shortlisting – 6th January 2025

Interview date – Week Commencing 13th January 2025

Please not we do accept CV’s, please submit your full application to the email above.

Please note if you are invited to an interview and require any adjustments, please let us know.

Swinton Lock Activity Centre is an equal opportunities employer and welcomes applications from all backgrounds.