



Thriving Families Project Lead – 6-month contract
Part Time – 27 hours per week

Ruby's Fund is a Cheshire East based charity that supports children and young people with special educational needs and their families.

This is an exciting opportunity to develop and lead our new Thriving Families Project, supporting parent carers to improve their health and wellbeing and lead a small team to ensure the delivery of the Thriving Families services.

Thriving Families services cover a diverse range of support services which aim to provide targeted and coordinated support to children and families, with a specific focus on early intervention and prevention. The ultimate aim is to provide creative solutions to maintain and improve emotional, physical and mental wellbeing.

The post holder will be passionate and motivated to support families whilst demonstrating excellent leadership skills and will be an excellent ambassador for Ruby's Fund.

Essential requirements:

- Excellent management and leadership skills
- Excellent communication skills
- Highly organised with good planning skills
- Have experience in project management
- Self-motivated with a can-do attitude
- Able to work under pressure and within deadlines
- Have a good knowledge of IT
- Understanding of data security and confidentiality protocols
- Experience of producing detailed reports for funders
- Have a working knowledge and experience in safeguarding and risk assessments
- A good understanding of local authority referral pathways
- Experience of local third sector and national services to signpost families to
- Willingness to undertake training required to fulfil this role
- Have access to a car and a clean driving licence.

The post hours are likely to be:

- Tuesday
- Wednesday
- Thursday

NB- occasional evenings or weekends may be required.

Salary £29,250 pro rata + mileage allowance where applicable

All job offers are subject to satisfactory references and enhanced DBS checks



Return the application form by email to: alison@rubysfund.co.uk

Closing date: 10am on Monday 6th July 2020

Interview date: Thursday 9th July 2020