



**Cardiff & the Vale  
Parents Federation (Learning Disabilities)  
Ffederasiwn Rhieni (Anawsterau Dysgu)  
Caerdydd a'r Fro**

## **Job Description – Cardiff & the Vale Parents' Federation**

**Family Information Officer- *Temporary position (to 31<sup>st</sup> March 2017) to cover maternity leave***

**Hours** 16 per week

**Salary scale** £14000 (full-time 35 hrs equivalent) pro-rata

**Terms:** as per attached

An opportunity has arisen for a highly motivated person to join a small friendly team that supports family carers in South East Wales. The successful applicant will cover for a staff member for the duration of their maternity leave.

Cardiff & the Vale Parents' Federation offers an information signposting services to over 1200 family carers in the region, the charity has a wealth of experience in supporting families gained over three decades and is an active partner in the strategic planning of local services.

This position offers a unique opportunity to gain experience of the Social Care sector and acquire an in depth knowledge of services for families and carers that support a person with a learning disability. It offers a valuable opportunity to for individuals intending to develop a career in the social care sector to gain experience and knowledge of services and support for disabled people and their families.

The Parents' Federation is part of a consortia that aims to support disabled children, young people and their families to assist them to maximise their potential. This post is funded through the Families First strategy. The Parents' Federation subscribes to the aspirations outlined in the Cardiff Council *What Matters* principles, namely that:

*People in Cardiff are healthy*

*People in Cardiff have a clean, attractive and sustainable environment*

*People in Cardiff are safe and feel safe*

*Cardiff has a thriving and prosperous society*

*People in Cardiff achieve their full potential*

*Cardiff is a great place to live, work and play*

*Cardiff is a fair, just and inclusive society*

## **Role**

To ensure that Children and Young people fulfill their potential by ensuring that disabled children, young people and their families are supported to access accurate, relevant and timely online support or information.

## **Duties**

1. Maintain and update weekly, our online information website and database
2. Maintain and develop social networking and media sites in order to communicate effectively with families
3. Update online information as required and requested on a daily basis
4. To work alongside other staff members to ensure excellent communication and shared awareness of workload at all times
5. Provide information to families referred to us and signpost them as appropriate
6. To maintain accurate records and ensure that all communication with families (and actions taken on their behalf) is recorded
7. To monitor and record feedback from families
8. To attend meetings, groups and training as required

## **Qualifications**

Evidence of excellent written and verbal communication is essential for this position

An excellent understanding and familiarity with using social media and the internet to share information

## **Essential**

Clear and confident communicator

Commitment to the inclusion of all disabled people and overcoming discrimination

Excellent IT skills including the use of emails and the internet

Proficient in the use of Microsoft Word and Excel software

Confident in the use of Facebook, twitter and other social media sites

Professional and diligent approach

## **Desirable**

Prior knowledge/experience of website maintenance or design

Familiar with issues arising out of caring for a disabled child/young adult

Knowledge of issues specific to learning disability

Understanding of the social model of disability

Confident with Microsoft Publisher or other design package

Familiar with using Microsoft Access software

Experience of or interest in, working in a Social Health or Welfare setting

Welsh speaker

**Terms and conditions**

The post-holder will be required to work 16 hours a week, over three days based at our office in Fairwater, Cardiff

The post-holder will benefit from a generous holiday and pension package

A probationary period of one month will apply

This post may require the post-holder to undergo DBS checks