Harvey Girls is a registered charity covering East Staffordshire. We enable the whole family to achieve their full potential through a restorative, innovative and non-judgemental approach: ‘Doing it with families, not to them’.

**East Staffordshire Family Support Service (Harvey Girls & Dads4Dads) require an**

**eXECUTIVE sUPPORT lEAD – 37.5 hours per week**

**Salary: £28,019 to £30,013 per annum plus contributory pension**

Permanent contract dependent upon future funding

East Staffordshire Family Support Service incorporating Harvey Girls and Dads4Dads is seen as the leading provider for family support within East Staffordshire, especially for young parents.

The charity has always been about supporting and making a difference to the lives of families and children. As part of our ongoing development this exciting opportunity has arisen to further strengthen our team.

Our dedicated team are the heartbeat of the charity bringing our projects and activities to life and we are looking for an Executive Support Lead who will oversee and provide leadership for the charity’s service delivery through a range of support programmes.

We are looking for applicants with a proactive and ‘can do’ attitude ideally with experience of working with young people, families and children. A friendly, non-judgmental approach is essential. Applicants should have the passion and drive to support our projects along with experience in operational management.

We are looking for applicants who have excellent communication and interpersonal skills, together with strong leadership and the drive to make things happen.

So, if you are someone with enthusiasm, a real passion for the Charity’s objectives and a desire to make a difference to people’s lives you are encouraged to apply.

The role will include:

* Providing operational support to the Chief Executive Officer
* Involvement in long term planning and development of the charity as part of the Senior Leadership Team
* Overseeing the delivery of the Charity’s projects and programmes
* Co-ordinating and overseeing the operational systems and processes including safeguarding
* Carry an outreach caseload if required and have excellent reporting skills
* Line Management of operational staff as requested

The hours of work are 37 ½ hours a week based in Burton and across East Staffordshire. Some flexible working will be required to include some evening and weekend work, where necessary. Applicants must have use of their own car at all times, for which expenses are paid. Disclosure and Barring Service check (Enhanced Level) and references will be required.

**For an informal conversation about this exciting opportunity please contact Ian North, CEO on 07557 529983.**

For an application pack, contact 01283 533449 or email [jane@harveygirls.co.uk](mailto:jane@harveygirls.co.uk)

**Closing Date: Midday, Wednesday 27th July 2022**

**Interview Date: to be advised**