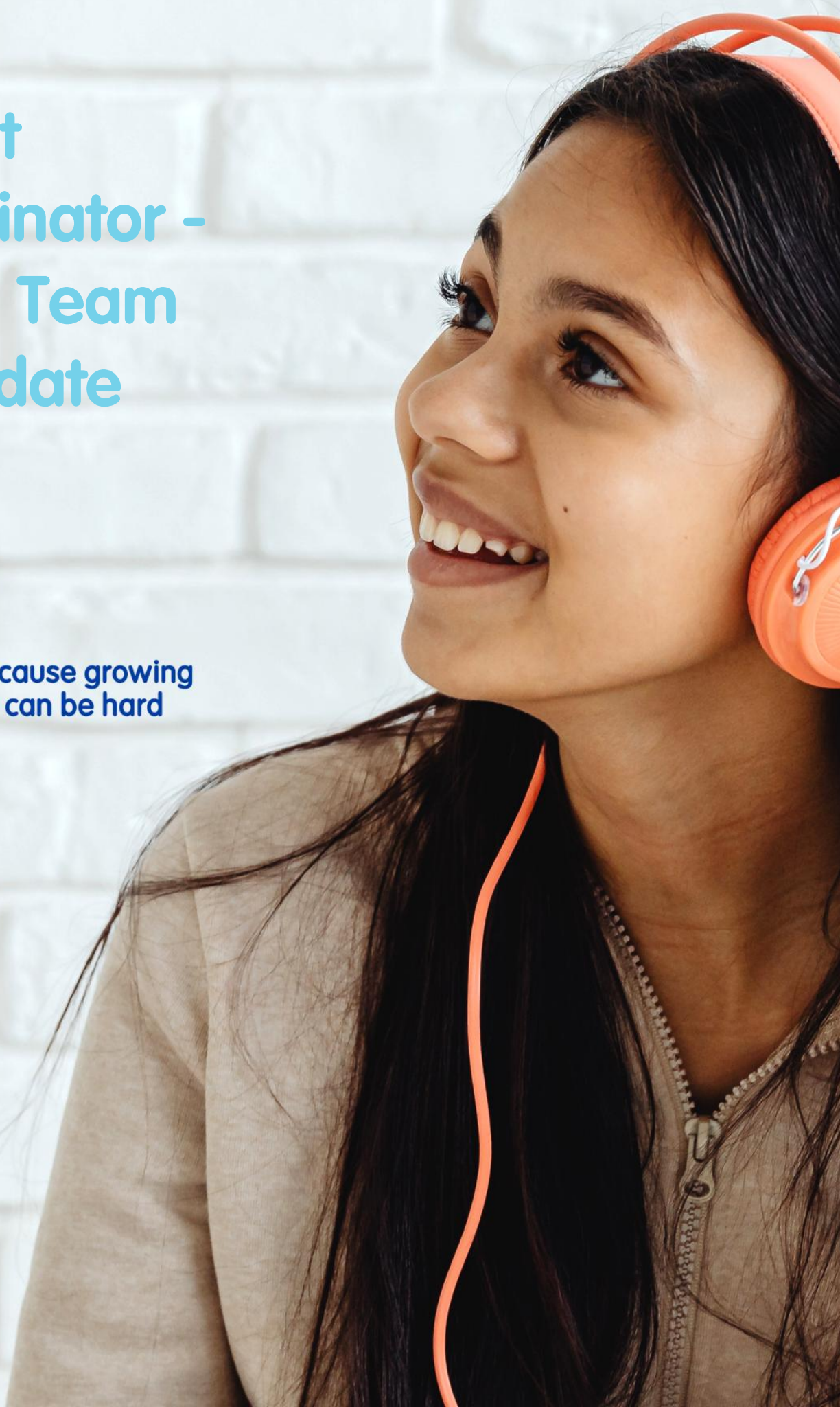


Project Coordinator - Neuro Team Candidate Pack



Because growing
up can be hard





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Welcome to Children North East

Children North East is a large North East based children's charity that works across the region, with some work extending across England, Wales and Scotland. We exist because growing up can be hard. We want all babies, children and young people to be happy and healthy, and to grow up feeling safe and loved, resilient to the challenges they may face, and valued and confident.

We have a strong children's rights ethos and believe that real, lasting social change is achieved when those who are experiencing or have experienced issues lead that change. We work both directly with babies, children and young people, and in their families, schools and communities, delivering services, support and interventions that provide a platform to work through issues, take action and provide tools for individuals and communities to reach their full potential.

Project Coordinator – Neuro Team

Purpose of the Role

We are looking for a Project Co-ordinator who is experienced in working with children and young people with neurodivergence and their families to co-ordinate and deliver a range of support.

You will oversee the co-ordination of projects which support the wellbeing of neurodivergent young people aged between 11 – 25 and their families. This will include providing 1-1 support with e.g. psychoeducation, mental health and advocacy, facilitating group work, delivering training and carrying out initial assessments. You will also build and develop networks with new and existing partners to ensure that we are providing high quality and accessible support.

Salary

£29,024 to £31,856 per annum
pro-rated for 24 hours per week.

Hours

24 hours per week/part time.

Length of Contract

Permanent.

Closing Date

Friday 11th September 2026 at 12 noon.



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Our Organisation

Who We Are Today



Our services, support and interventions are delivered to babies, children and young people and their families, from prenatal up to age 25. We have a region-wide presence, with focused activity in Northumberland, and North Tyneside, with an ambition to grow our work and have a stronger presence across the North East in the coming years.

Delivery includes therapeutic services, mental health support, youth work, domestic abuse support, family support, community-based initiatives, participation and consultation activities and our UK wide Poverty Proofing© initiative.

We want to lead systemic change and do this by campaigning on issues affecting babies, children and young people; challenging those in positions of influence at all levels who make decisions affecting the lives of babies, children and young people; and working to influence social policy and system change to address obstacles preventing babies, children and young people growing up happy and healthy.

Where We Are Going

Recent national and global events have seen the need for our services increase within the region and beyond. Our five-year strategy seeks to grow our capacity to meet the needs of babies, children, young people and their families when we can make the biggest impact on their lives.



The strategy, which launched in 2021, focuses on three primary objectives: Sustainability and growth, reach and impact. Key objectives include growing the impact of our work by diversifying our portfolio of activities, bringing in new income streams, growing our audiences and campaigning on behalf of our communities. We also recognise that our power is in our people, so we are investing in strengthening our workforce through different initiatives, from investing in learning and development to developing employee ambassadorship.

You can view [the full 2021 to 2026 strategy on our website](#).

Where We Began



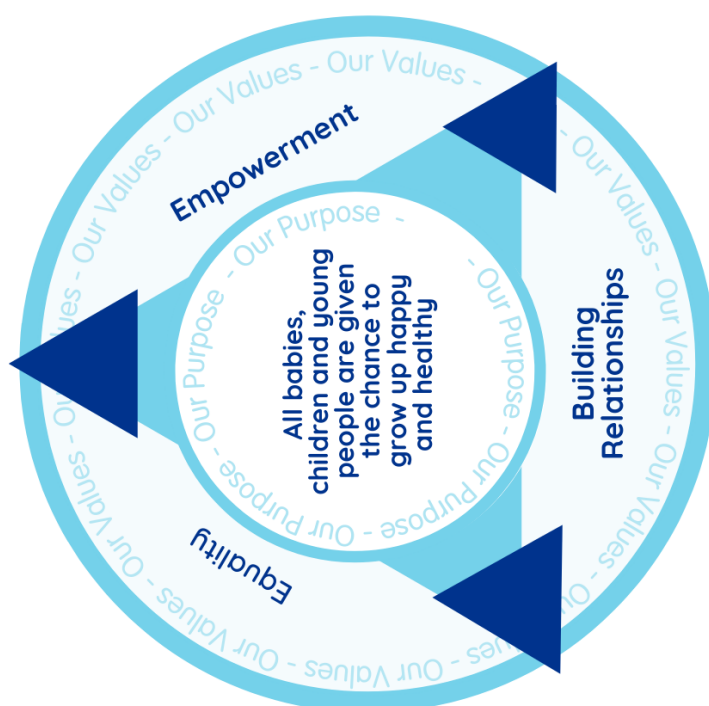
Our charity has been helping children and young people grow up healthy and happy since 1891. Originally named the Poor Children's Holiday Association (PCHA), our purpose was to offer support to the children living in poverty by giving them a 'hand up, not a hand out', an ethos we pursue to this day.

We were founded by John H. Watson and John T. Lunn, who wanted to take action to improve the health of children living in the slums of Newcastle. What started as a single day trip to Tynemouth for 120 inner-city children, caught the public's imagination and very soon weekly trips were being organised, paid for through public donations.

A rich history followed, as the charity grew and innovated to meet the changing needs of children over time, including clubs and community activities, children's homes and TB Sanatoriums. To learn more about our history and what connects the start of our 130-year journey with the charity we are today, watch our short anniversary film [You Are Not Alone](#).



Theory of Change



We want all babies, children and young people to...

Be healthy and happy... and to grow up feeling:

- safe and loved
- resilient to challenges they may face
- valued and confident

Leadership

Campaign on issues affecting the babies, children and young people we support

Challenge those in positions of influence at all levels who make decisions affecting the lives of babies, children and young people

Influence social policy and system change to address obstacles preventing babies, children and young people growing up happy and healthy

Support, Services & Interventions

- Therapeutic Services
- Mental Health Support
- Youth Work
- Domestic Abuse support
- Community based initiatives
- Family Support
- Poverty Proofing©
- Participation and Consultation

Services: Providing a platform to work through issues

Leadership: Working with partners, agencies, local and national government to campaign, challenge and influence

Because growing up can be hard, our work focus on four interconnecting strands

Support: directly with individuals & families

Interventions: We take action with the people we work with to support them to reach their potential

Project Coordinator – Neuro Team

Purpose of the Role

We are looking for a Project Coordinator in the Neuro Team who is experienced in working with children and young people with neurodivergence and their families.

You will oversee the co-ordination of projects which support the wellbeing of neurodivergent young people aged between 11 – 25 and their families. This will include providing 1-1 support with e.g. psychoeducation, mental health and advocacy, facilitating group work, delivering training and carrying out initial assessments. You will build and develop networks with new and existing partners to ensure that we are providing high quality and accessible support.

This role will work closely with the Neuro Team Manager, Neuro Clinical Coordinator and Mental Health Youth Workers.

Line Management Responsibilities

- You will report directly to the Neurodiversity Team Manager.
- You will have management responsibility for sessional staff, students and volunteers.
- This role also includes working with external partners, building strong and lasting relationships. It will be expected that the successful candidate builds a good relationship with all Children North East colleagues.

Main Responsibilities

- To co-ordinate and deliver interventions that support neurodivergent young people aged 11 – 25 and their families.
- To proactively build and develop networks that support our delivery, this will include some outreach work within Newcastle and Gateshead e.g. within Family Hubs and schools.
- To contribute to monitoring, evaluating and reporting on service delivery.
- To provide and promote a safe and young people friendly environment to establish a relationship of trust.
- To signpost/refer children and young people to other specialist services, including children and young people's services.
- To actively engage in scheduled meetings with stakeholders and share information with the Neuro Team Manager.
- To follow Children North East's Safeguarding policy and procedures so as to ensure children and young people's wellbeing and safety, ensuring the quality of provision to clients.



- To maintain accurate and confidential records appropriate to the service.
- To ensure children and young people's rights are valued and respected, making sure service users inform and influence decision making that brings about change.
- To develop excellent working relationships with other staff and services at Children North East.
- To take responsibility for client feedback, ensuring comments are reviewed and acted on as appropriate.
- To undertake other relevant project co-ordination activities as necessary.

Essential Experience, Knowledge and Skills

- Minimum of 3 years' experience of working with children and young people and their families.
- Experience in working with neurodivergent young people.
- Knowledge of issues that young people with neurodivergence may face, and good practice in overcoming these issues.
- The ability to undertake case recording, monitoring and evaluation.
- The ability to prepare reports to meet service requirements as well as preparing for professional multi agency meetings about service users.
- Experience of working as part of a team and on your own initiative.
- Ability to assess and identify the needs of children, young people and families.
- Knowledge and understanding of Safeguarding processes and procedures.
- Good communication skills both verbal and written.
- Able to use supervision effectively and develop reflective practice.
- Able to work in a challenging and changing environment.
- Share the behaviours/values/aims/objectives of Children North East.
- Able to work flexibly to meet the requirements of the post.
- Commitment to own development in the post; including willingness to undertake further training as required.
- Current driving license or able to meet the travel requirements of the post.

Desirable Experience, Knowledge and Skills

- Knowledge of a wide range of services available to children, young people and families.
- Relevant qualification in working with children, young people and families (minimum of diploma level) or above.
- Management or coordination experience.
- Experience of developing new external partnerships.



- Supervision training and experience in supporting sessional staff, students and/or volunteers working with neurodivergent young people.

Personal Qualities

- A great advocate of the charity, someone with the ability to promote Children North East by being the public face of the charity.
- Excellent interpersonal skills to build relationships with a very wide range of people.
- A rapid learner so as to quickly understand the nature of the charity, its services and aims.
- High levels of resilience.
- A relationship builder with high levels of emotional intelligence.
- Authentic and passionate about the cause.

Health & Safety Roles & Responsibilities

- Employees/sessional workers have a statutory duty to take reasonable care of themselves and others who may be affected by their acts or omissions at work.
- Employees/sessional workers must also comply with Children North East's health and safety arrangements.

Additional Duties

- It is the nature of the work of Children North East that tasks and responsibilities are in many circumstances unpredictable and varied. All staff and sessional workers are therefore expected to undertake work which may not be specifically covered in the job description. These additional duties will be compatible with the regular tasks and duties.



Reward, Benefits, Terms and Conditions

Salary

£29,024 to £31,856 (Scale Points 29-32) pro-rated for 24 hours per week. Please note that appointments are usually made with a salary offer starting at the lower end of the scale.

Hours

The working week is 24 hours for this post which is part-time against full-time hours of 37. Due to the varied nature of the duties, a flexible approach will be required and may include evenings. Time off in lieu may be taken following agreement of the line manager. We are very proud to be a flexible employer. Please feel free to discuss any flexible working requests at interview.

Place of Work

This post is based at Children North East, 4 Graingerville North, Westgate Road, Newcastle upon Tyne, NE4 6UJ.

Length of Contract

This role is permanent.

Holiday Entitlement

Full time employees are entitled to 30 days a year plus statutory and general national holidays. This is pro-rated for part time staff.

Probationary Period

There is a 6 months probationary period for this position.

Car Allowance

A casual car user allowance applies to this post.



Period of Notice

Two months' notice from either the employee or the organisation is required (one month during the probationary period).

Parental Benefit

There is an occupational maternity pay scheme for staff who have 12 months continuous service and we offer 2 weeks partner/paternity leave at full pay. We also offer an occupational adoption pay scheme for staff who have 12 months continuous service.

Sick Pay

There is an occupational sick pay scheme at Children North East.

Pension Scheme

There is a staff pension scheme in which the organisation also contributes 7.25% of staff members' salary.

Health Care

All staff members who are contracted over a ten month period are entitled to join the organisations private health care scheme.

Saving Scheme

A saving scheme is available so that staff can choose to save part of their salary. This is then paid back to staff on request.

Bus Passes

The cost of an annual bus pass used for a member of staff's work can be paid in 12 monthly amounts, deducted from their salary.



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How to Apply

Please visit the “Our Vacancies” section of our website at www.children-ne.org.uk/work-with-us/vacancies to apply. Please note CVs will not be accepted.

For Internal applications please complete an expression of interest form and send to the HR team – hr.team@children-ne.org.uk

We welcome a diverse range of applications and are passionate about promoting equality, and valuing diversity. We welcome applications from all suitable qualified persons particularly black, Asian and minority ethnic applicants, as these groups are currently under-represented in our workforce.

Closing date

Friday 11th September 2026 at 12 noon.

Interview date

To be confirmed.

Contact

Please contact our HR team if you have any questions regarding the role on 0191 256 2444 or hr.team@children-ne.org.uk

