

Disability Benefits Project Manager

This Project

Research conducted by Newcastle University and The Belay Foundation in October 2024 discovered issues of financial hardship and poverty among many of the adoptive families we interviewed. The complex needs of adopted children often mean that parents are unable to work as much as they would like, or at all, and the financial dependence of many of our children lasts well into adulthood. Many families also experience increased costs such as specialist childcare or replacing broken items. A high number of adopted children and young people qualify for disability benefits, but awareness is low, and the forms are time consuming to complete. Expressing care and mobility needs that come from developmental trauma and neurodevelopmental conditions such as FASD in DLA and PIP forms can be difficult but we have developed expertise in how to communicate these after helping hundreds of families. We currently offer group webinars and recorded video support.

We would like to increase the number of families we can reach to offer help applying for disability benefits. This project will engage volunteers from within the community to take parents and adopted young people through the application forms on a 1:1 basis online. Typically, a DLA form will take 5 hours to complete alongside parents, and a PIP form will take 2 hours. Parents will book time with a volunteer to go through the form, talking through their child's care and mobility needs, and the volunteer will complete the form with them, usually over multiple sessions. We aim to recruit up to 10 volunteers for this project to support up to 300 families per year.

This role will set up the processes and paperwork to recruit, induct and manage volunteers who will deliver the support directly to parents and young people. This is an exciting project backed by funding from Adoption England that will have a significant impact on our community. It will suit someone with strong organisational and process mapping skills, with some personal or professional awareness of disability benefits, and ideally some experience of working with volunteers.

Job Description

Job title: Disability Benefits Project Manager

Reporting into: Sarah Fry, Founder

Responsibilities include:

- Contribute to the creation of policies, processes and procedures for the delivery of the service
- Support the recruitment of volunteers, including advertising roles, interviewing and inducting new voluntary staff
- Process DBS checks and set up IT accounts for volunteers
- Set up communication channels with volunteers
- Contribute to training plans for volunteers
- Create materials to communicate the service to families and the professionals supporting them
- Monitor volunteer work with families, for example tracking numbers of sessions booked
- Contribute to work to engage and retain volunteers
- Create evaluation systems that track impact on families

Hours and duration of contract: 30 hours per month, worked flexibly online over a 6-month contract. Occasional weekend or evening sessions may be required.

Location: Remote working

Pay: £3,420 for the contract (equivalent to £19 per hour)

Start date: ASAP following successful pre-employment checks including an enhanced DBS check

Person Specification

Essential:

- Personal or professional experience of disability benefits
- Personal or professional experience of care-experienced families and their needs
- Excellent communication skills – verbal and written
- Excellent organisational skills and capacity to plan and deliver work within timescales
- Strong IT skills, particularly Microsoft Word, Excel, PowerPoint and Teams
- Excellent administrative skills and attention to detail
- Ability to work independently and proactively while remote

Desirable:

- Experience of working with volunteers
- Project management experience

To apply

Send your CV and cover letter to recruitment@thebelayfoundation.org.uk by close of play 12th December.

Interviews will be held online w/c 15th and 22nd December or later if needed.