

Part-Time Coordinator



September 2025

Flexicare Career Opportunities

Flexicare (Oxford and Abingdon), Registered Charity no. 1172635
www.flexicare.org



Part -Time Coordinator

Hours: 7.5-15 hours per week

Salary: £16.33 per hour

- Are you looking for a rewarding role working with disabled children and their families?
- Would you enjoy working within a small, friendly and dedicated team?
- Do you have experience of working with children with complex needs? A medical, nursing, childcare background desirable.

If so this unique and varied role might be for you!

Flexicare is an Oxfordshire based charity providing a home sitting service for families with severely disabled children. A sit typically involves a 2–4-hour period supporting a disabled child usually with their home setting or in the community.

Duties include:

- Arranging and undertaking sits in family's homes or community setting.
- Assessing prospective new families.
- Recruitment of new volunteers.
- Assisting with the running of the charity and fundraising events.
- Ensuring all statutory and non-statutory requirement and good practice guidelines relating to the care, safeguarding and protection of children are adhered to.
- Liaising with other relevant voluntary and statutory agencies.
- Working flexibly (including evenings and weekends).
- Clean driving licence/car access are essential.

For further information email admin@flexicare.org
or phone Maureen Tossi on 07342 041388

Job Description

Part-time Coordinator

Hours: 7.5-15 hours per week

Salary: £16.33 per hour

Pension scheme with employer's contribution

28 days holiday pro-rata

Flexicare is a small charity that provides a specialised sitting service to families with severely disabled children and their siblings. This is a needs-led service, run by part-time staff and trained volunteers. In order to ensure we continue to provide an excellent service to our families we are currently recruiting a new Coordinator.

Coordinators report to the Flexicare Manager who is responsible for the day-to-day management of the service and is accountable to the Flexicare Trustees. The central philosophy of Flexicare is to provide care and support for registered families when they need it, usually within the families' home or in other community settings. In order to respond flexibly to their requests Coordinators can be undertaking sits at any time of the week. Since Flexicare is not a "time-tabled" service there is no set regular pattern to any week, and this requires flexibility on the part of Coordinators, but this flexibility works both ways and your personal schedule is taken into account.

It is essential that Coordinators have experience in working with children with complex needs, and desirable to have a medical background, with basic administrative and computer skills. Coordinators arrange requested sits matching the needs of the children involved to the skills of available Coordinator and volunteer sitters. Accurate record keeping is a central part of the role.

Flexicare is based in the home of the Manager and Coordinators work from home. Coordinators work with colleagues to ensure that the service provides accessible, flexible, and safe care for families and volunteers registered with it. Flexicare provides the equipment required to undertake the role. Coordinators must have a car, a clean driving licence and fully comprehensive insurance. Petrol costs will be reimbursed in line with the current mileage rates recommended by the Inland Revenue.

Please note an Enhanced DBS check will be required due to the nature of the service Flexicare provides.

Main Duties

Duties of the role include, but are not confined to:

- Undertaking sits with children registered with Flexicare . A typical sit involves 2–4 hour period supporting a registered family’s disabled child and their siblings, usually within their home setting or in the community. This can take place any day or time Mon-Sun but does not include overnight sits.
- Coordinate the sit-booking process, matching a sit request to the most appropriate member of staff or volunteer and recording it on the booking system.
- On a rotating basis, to undertake on-call duties for advice or assistance, to families, volunteers and/or other staff members whilst they are on sits, or post-sits.
- To ensure that any safeguarding concerns are raised with the Manager and in their absence, with the LADO and follow any agreed course of action.
- Providing support for the team and ensuring high standards of care.
- Assessing prospective new families and volunteers.
- Work to develop an informed and personal link with the families and volunteers to be able to provide responsive and flexible support appropriate to the needs of each particular person and situation.
- To ensure that all statutory and non-statutory requirements and good practice guidelines relating to the care, safeguarding and protection of children are adhered to.
- To help with occasional training/social evenings for volunteers and/or facilitating training.
- To help with annual fund-raising events (it would be great if you enjoyed baking).
- To liaise with other relevant voluntary and statutory agencies, as necessary.
- To encourage and enable families to widen their network of relationships and to use community support and services effectively.
- To attend weekly team meetings.
- To attend meetings of the Advisory Committee as required. (made up of parents, volunteers, and coordinators).

Person Specification

Attribute	Essential	Desirable
Education / Qualifications	Degree or equivalent experience.	Nursing, medical, childcare qualification or equivalent experience.
Experience / Knowledge	Working with children with complex needs. Awareness of statutory and non-statutory requirements including child protection procedures.	
Ability / Skills	Self-motivated and ability to work independently. Ability to use initiative to organise workload. Flexible in working patterns. Excellent written and oral communication. Excellent teamwork skills. Clean driving licence. Car owners with fully comprehensive insurance.	Experience of working with/supporting volunteers.

Recruitment schedule and how to apply:

If you are interested in applying for this post, please email a copy of your CV and a covering letter to: admin@flexicare.org

If you would like to have an informal discussion, please phone Maureen Tossi (Manager) on: 07342 041388

Vacancy Date: Please note that this vacancy does not have a formal closing date; it will remain open until a suitable candidate is appointed.