Family Advice & Information Resource

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Website www.fairadvice.org.uk

Information and Advice for People with Learning Disabilities and Carers

Family Support Broker
Hours: part-time or full-time position: 21 - 35 hours.
Salary: starting salary £33,525 pro rata per annum rising to £34,940 pro rata per annum in 5 annual increments.
Fixed term contract: 12 months with the possibility to extend subject to funding
Location: Edinburgh – Hybrid working with travel across Edinburgh.
We welcome job share applications and offer a flexible working model.

Application deadline: Friday 12th June 2026
Interview date: Tuesday 23rd June 2026

We are looking for a Family Support Broker who will work one-to-one with families where a child or an adult has a learning disability and/or neurodiversity. You will use a person-centred approach in working with people with their families. You will provide information, advice and technical assistance to develop, cost, negotiate, implement and mediate support plans as required by families. This role requires face-to-face meetings, some of which take place in clients' homes.

The Family Support Broker will:

- Provide personalised one-to-one support and information to families
- Provide information for families accessing statutory services
- Deliver project work which support people with learning disabilities to have extraordinary and valued lives
- Provide support and advice in self-directed support, social care, Adult Care Support Plans and other issues to enable the individual and their family to remain in control
- Make grant applications for funding towards equipment or holidays etc.
- Arrange appointments to meet clients which may include home visits
- Support and advocate for clients by attending various appointments
- Deal with follow-up work resulting from enquiries, up to and including representation and advocacy
- Maintain accurate records of all enquiries and casework, using a database
- Submit and present reports to the FAIR Management team and the Board of Directors
- Raise awareness of the service with other voluntary and statutory organisations by letter, publicity campaigns, presentations or other appropriate means

- Attend staff meetings
- Make regular contributions to the FAIR newsletter
- Adhere to FAIR policies, particularly those dealing with confidentiality and equal opportunities.

Person specification

It is essential that the person appointed has:

- Current knowledge of social care and inclusion legislation
- Experience in supporting and advocating for individuals and their families
- Knowledge of the issues affecting people with learning disabilities and carers
- Excellent communication skills
- Experience of working with a range of external agencies and organisations
- Good IT skills

It is desirable that they have:

- Worked with people with learning disabilities
- A full driving license and use of a car for work.