

Recruitment Pack

Family Project Co-ordinator



MORE THAN **FLAGS**
AND RAINBOWS
FAMILIES



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Thank you for your interest in joining More Than Flags and Rainbows (MTFAR).

I started MTFAR in 2024 after 17 years in education because I wanted to help schools and communities become places where every child feels seen, safe, and celebrated. Too often, inclusion stops at posters and assemblies - I wanted to make it real.

Since then, we've trained over 2,000 teachers, supported more than 150 schools, and reached thousands of pupils through workshops, assemblies, and our online MTFAR Academy. We help schools usualise difference so that LGBTQ+ inclusion becomes part of everyday learning, not an occasional topic.

But inclusion doesn't end when the school bell rings. Families told us they often feel invisible or isolated - whether they're LGBTQ+ parents, adoptive families, or parents of LGBTQ+ young people. The MTFAR Families project is our next step: creating a network where families can connect, relax, and thrive together.

This role will help bring that vision to life - building spaces where children see families like their own, parents find support without judgement, and inclusion begins not just in schools, but at home.

If that mission inspires you, we would love to hear from you.

Ian Timbrell
Founder
More Than Flags and Rainbows CIC



About the Role

We are seeking an enthusiastic and well-organised Family Project Co-ordinator to lead the first year of the MTFAR Families pilot.

You will plan, promote, and deliver at least 12 monthly family events across the Vale of Glamorgan, Cardiff, Merthyr Tydfil, Bridgend, Rhondda Cynon Taf, and Caerphilly. These events will provide opportunities for adoptive and LGBTQ+ families to meet, socialise, and access expert advice from trusted partners such as Adoption UK and Vale, Valleys and Cardiff Adoption.

Each event will be designed to reduce isolation, help children see their families represented, and create joyful spaces where parents can share experiences and find guidance in a relaxed, inclusive environment.

The role will also involve building an online community, collecting feedback, and helping shape a long-term plan for family inclusion in South Wales.

Role details

Family Project Co-ordinator – MTFAR Families

Salary: £13,000 per year (£32,500 FTE)

Hours: 15 hours per week (0.4 FTE)

Contract: 12-month fixed-term (National Lottery funded, with potential for extension)

Location: South Wales (home-based with travel to events)

Start date: 5 January 2026

Reporting to: Executive Director, More Than Flags and Rainbows CIC

Employment Benefits:

- Pension contribution: 3% employer, 5% employee
- Holiday entitlement: Pro-rata based on 28 days annual leave (including bank holidays)
- Sickness benefits: Statutory and contractual sick pay provisions included
- Flexible working: Hybrid and flexible hours, with some weekend and school holiday work required
- Travel expenses to events

Key Responsibilities

Event Planning and Delivery

- Plan, organise, and deliver family events that are inclusive, welcoming, and accessible.
- Liaise with venues, partner agencies, and suppliers to coordinate logistics, activities, and catering.
- Ensure events include both children's activities and parent discussion/support opportunities.
- Manage event bookings, communications, and travel support for participating families.

Community and Partnership Development

- Build relationships with families, ensuring everyone feels welcome and valued.
- Collaborate with Adoption UK, Vale, Valleys and Cardiff Adoption, and other partners to bring expert advice and resources to each event.
- Represent MTFAR Families at community and partner meetings.
- Strengthen connections between LGBTQ+ family networks and mainstream family services.

Funding and Sustainability

- Work with the executive director to find and apply for additional funding opportunities to extend the project and enhance provision.
- Support the Executive Director in writing funding bids by gathering evidence of impact.
- Develop relationships with local authorities, funders, and community partners to build sustainability.

Communications and Promotion

- Manage family registrations and maintain clear, friendly communication with participants.
- Share updates, photographs, and stories that highlight the impact of the project on social media.

Monitoring and Evaluation

- Record attendance, feedback, and outcomes for all events.
- Produce short monthly updates and contribute to the end-of-year impact report.
- Gather family stories and quotes to support future funding applications.

Person Specification

	Essential	Desirable
Experience	Experience coordinating community, family, or education projects or events.	Experience working with families involved in adoption or fostering.
Organisation and Administration	Strong organisational and administrative skills with attention to detail.	Experience managing project budgets or small-scale grant funding.
Communication	Excellent communication and interpersonal skills; confident engaging with a wide range of people.	Able to converse in and write in Welsh.
Inclusion and Awareness	Understanding of LGBTQ+ inclusion, adoption and diverse family structures.	Experience of working with or being part of an LGBTQ+ or adoptive/foster family.
Working Style	Ability to work independently and flexibly, including some weekends and school holidays.	Ability to prioritise tasks effectively and manage workload across multiple events or deadlines.
Commitment and Values	Commitment to equality, inclusion, and safeguarding.	Experience promoting equality, inclusion, or safeguarding through professional or voluntary roles
Technology skills	Confident using email, basic spreadsheets and social media (WhatsApp and Instagram)	Experience using database software (e.g. Monday.com) and accountancy systems

How to apply

To apply for the role of Family Project Co-ordinator, please send the following to jobs@morethanflagsandrainbows.com:

- Your CV (maximum two pages)
- A cover letter (maximum two pages) explaining:
 - Why you're interested in the role
 - How your experience meets the person specification
 - What inclusion and community mean to you
 - Why you are the right person for this role

If a written application isn't your preferred way to express yourself, we actively encourage video or audio applications. You can record a short video (up to 5 minutes) instead of a written cover letter, telling us about your experience and why you feel you are right for this role. You can upload the video to a private link (e.g. Google Drive, Dropbox, or YouTube) and include it in your email.

We want the application process to be as accessible and authentic as possible - we're interested in your passion, experience, and ideas, not just your paperwork.

Application deadline: Monday 10th November 2025, 11:59pm

Shortlisting: 11-12th November 2025

Interview invitations sent: 13th November 2025

Notified by: 14th November 2025

Start date: 5th January 2026

If you'd like to talk about the role before applying, you're very welcome to arrange an informal conversation with our founder, Ian Timbrell, using this link:

<https://app.usemotion.com/meet/MTFAR/jobs>

Interview Process

Shortlisted candidates will be invited to attend a 45-minute, in-person interview in Cardiff city centre. Further information will be provided on offer of an interview.

Interview date: Thursday 20th November 2025

The interview will include:

- A conversation about your experience and approach to inclusion
- Questions about how you would plan and promote events for diverse families
- A short practical task

The panel will include Ian Timbrell (Executive Director), Rachel White (Director), Rhys Goode (Director), and Karen Timbrell (Volunteer).

Please note that while we aim to have this panel present, the composition may change if any member is unavailable on the day.

Job offer expected: by Friday 21st November 2025

Start date: 5 January 2026

Our commitment to inclusivity

At More Than Flags and Rainbows, inclusion isn't just what we do - it's who we are.

We believe that every person brings unique perspectives, experiences, and strengths that help us grow as an organisation and as a community.

We warmly welcome applications from people of all backgrounds and identities, particularly those who are LGBTQ+, adoptive or foster parents, people of colour, or disabled people - groups that are often underrepresented in the charity and education sectors.

You don't need to meet every single criterion to apply. If you share our values, our vision, and our commitment to creating joyful, inclusive spaces for families, we'd love to hear from you.

We are a Disability Confident organisation and will make reasonable adjustments throughout the recruitment and employment process to support accessibility.