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**Job Advertisement**

**Job title:** HeadStart Coordinator

**Base:** Full Sutton, York: HMP Milliske (travel required to Liverpool Norton Street on occasion)

**Hours:** 37.5 hours per week

**Contract:** Permanent

**Salary:** £27,985 per annum

**Role Summary**  
  
Join our team as a HeadStart Coordinator and support individuals with neurological conditions within prison settings. You will conduct neurological screenings, provide education on conditions and their impact, manage symptoms, and offer lifestyle advice. Additionally, you will assist with practical matters such as future employment choices, housing, and other transitional planning.  
  
As a HeadStart Coordinator, you will be part of an enthusiastic and committed community of staff and volunteers within our organization, which offers a range of services for the broader neurological community. Your main tasks will include supporting prisoners through referrals, screening for various neurological conditions, educating inmates about their conditions, referring them to specialist medical interventions, providing casework, hands-on practical help, advocacy, and emotional support.  
  
Furthermore, you will attend strategic meetings to advise partners integral to the delivery of services, ensuring the needs of prisoners with neurological conditions are considered during the planning process. You will actively build relationships within the prison, provide expert advice and guidance to staff, support professionals to improve their expertise on neurological conditions, and recruit and supervise volunteers as required.  
  
**Background to The Brain Charity**

Life for any of us can change in an instant. Experiencing a road traffic accident, a major stroke or being diagnosed with dementia can happen completely unexpectedly and can change our lives forever.

The Brain Charity offers emotional support, practical help and social activities to anyone with a neurological condition and to their family, friends and carers.

There are hundreds of different neurological conditions including stroke, brain tumour, brain injury, Alzheimer’s disease and many rarer conditions.   
  
**Application information**  
  
To apply, you will need to complete the application form in the downloadable pack via our website <https://www.thebraincharity.org.uk/about-us/jobs/>. Please do not send in your CV, as this will not be counted.

Closing Date: 5pm, Wednesday 14th May 2025. Please note: we reserve the right to close this vacancy early if we receive sufficient applications for the role.

Interviews for successful applicants will take place during the week commencing Monday 19th May 2025.

Please e-mail [HR@thebraincharity.org.uk](mailto:HR@thebraincharity.org.uk) or ring 0151 298 2999 if you have any questions.