

We are looking for someone to coordinate parent participation on behalf of the forum and who shares our passion and commitment.

<b>Job Title</b>	<b>Forum Coordinator</b>
------------------	--------------------------

<b>Skills</b>				
	<b>Essential</b>	<b>Desirable</b>	<b>Assessed at interview</b>	<b>Assessed on application</b>
An open collaborative style of communication with strong interpersonal skills	√		√	
Excellent communication skills, both written and oral, with experience of engaging with a wide range of stakeholders via presentations, reports, workshops and meetings.	√		√	√
Confidence in presenting to small and large groups and contributing influentially to meetings.	√		√	
Ability to signpost effectively and professionally	√		√	
Ability to develop and encourage parents to participate in training we supply for parent carers	√		√	√
Ability to build positive relationships with local authorities, independent service providers and other stakeholders	√		√	√
Ability to work in a solution focused way and to challenge effectively	√		√	
Ability to gather and retain data	√			√
The capacity to be flexible and innovative in the changing circumstances of a small but wide reaching charity.	√		√	
Ability to develop, facilitate and deliver training		√		√
Excellent interpersonal skills; confident and charismatic with the ability to build strong relationships with parent carers, key individuals and organisations	√		√	
The capacity to be flexible and adapt quickly in the changing circumstances of a small but wide reaching charity.	√		√	
Excellent report writing skills	√		√	
Highly self-sufficient, independent and resilient	√		√	
Excellent time management skills and ability to manage own workload effectively; organised and methodical	√		√	
Understanding of confidentiality	√		√	
Commitment to equal opportunities and social inclusion	√		√	
Ability to problem solve	√		√	

## KNOWLEDGE

	Essential	Desirable	Assessed at interview	Assessed on application
Good understanding of the 2014 SEND Reforms and the issues facing families of children with additional needs and/or disabilities	√		√	√
Understanding of effective and ethical ways of engaging service users in decision making at an individual or collective level	√			√
Knowledge of the national drivers for developments relating to parent-carer participation, in particular those relating to children and young people with additional needs, special educational needs and/or disabilities.	√			√
Knowledge of support services available to children and young people particularly those with additional needs or disabilities, and their families		√	√	
Understanding of public sector commissioning and relationships with voluntary/community sector providers.		√	√	
At least two years' experience of participation work with parent carers	√		√	√
Excellent understanding of the structure and roles of local authorities, education and parent forums	√		√	
Personal experience or knowledge of the SEN system	√		√	
Ability to keep up to date with guidance and legislation relating to the 2014 SEND Reforms		√	√	

## QUALIFICATIONS OTHER

	Essential	Desirable	Assessed at interview	Assessed on application
Minimum of '5' GCSE'S Grade C or above	√			√
Degree in Education or similar field		√		√
An open collaborative style of leadership with strong interpersonal skills	√		√	
Willingness to work flexibly to cover both core office hours and some out of hours events	√			√
Regular access to a vehicle to undertake necessary travel within and outside of the county, insured for business use	√			√
Full clean driving licence	√			√

Forms and related documents

Document reference:	Document title:
FVP-FM-007	Job Application Form
FVP-FM-064	Job Specification
FVP-TLD-005	Staff Handbook
FVP-CP-013	Data Protection Policy
FVP-CP-023	Safer Recruitment Policy

Revision Record

Revision Number	Description of Change	Person Editing	Date
1	New Form	L.L.R	06/12/2017
2	Re-formatted	L.L.R	27/04/2020