

The person appointed will be expected to have the key essential skills, knowledge and experience listed within. The items under the heading 'desirable attributes' will also be useful for FVP and the post holder, however candidates who do not hold the listed desirable attributes should not be deterred from submitting an application as we as a charity, welcome diversity and are understanding of different levels of experience that you may have to offer.

Job Title:	Parent/ Carer Representative
Responsible to:	Forum Coordinator
Location:	Main place of work Peterborough
Pay:	£10 per hour
Hours of Work:	This is a zero hours role generally between in school hours
Job Purpose:	The main purpose of the role is to ensure that parents' collective views are fed into decisions about services at an operational or strategic level.
Main Duties:	<ol style="list-style-type: none"> 1. Representing FVP and the views of the wider parent carer community across Peterborough at meetings and events. 2. Representing the views and experiences of a range of parent carers across all areas of SEND. 3. Attending parent rep meetings and/ or take part in virtual team discussions to feedback on work streams and raise issues/ concerns/ themes. 4. Preparing for meetings, & completing reports after meetings.
General:	<ol style="list-style-type: none"> 1. Complying with all FVP policies and procedures as required. 2. Undertake training as required for development of understanding of the role and parent participation and FVP more generally. 3. Responding to requests for feedback and consultations, seeking views from a wider audience wherever possible in discussion with FVP management. 4. Ensuring input in to meeting is based on a representational model of involvement, and not on personal experiences
Qualifications:	Ideally 5 GCSE's at grade A-C or equivalent (must include maths and English)

<p>Essential skills, knowledge and experience:</p>	<p><i>You must have/be able to demonstrate:</i></p> <ol style="list-style-type: none"> 1. Lived experience of accessing services for a child or young person with special educational needs and/ or disabilities. 2. Basic IT skills. 3. Excellent written and oral communication skills. 4. Understanding of confidentiality. 5. Commitment to equal opportunities and social inclusion. 6. Ability to represent all parents even if you have a different perspective. 7. Ability to work in a team, compromise and work collaboratively
<p>Desirable skills, knowledge and experience:</p>	<ol style="list-style-type: none"> 1. An understanding and recent experience of Microsoft Office or Google 2. Demonstrate an understanding that FVP is Pan Disability and parent carers have a range of experiences and views which should be represented equitably. 3. Knowledge of SEND, Disability and Equality Legislation 4. Experience of multi-agency meetings. 5. Understanding of participation and coproduction 6. Understanding of the role of parent carer forums and where they fit in the system