

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.

Job Title	Forum Co-ordinator
Responsible to:	Charity Management
Location:	Peterborough
Pay:	£11.50 to £12.50p/h dependant on experience
Hours of work:	<ul style="list-style-type: none"> • 22.5 hours per week usually between 9-3 Monday to Friday. • The post will require occasional work outside office hours and at weekends.
Job Purpose:	<ul style="list-style-type: none"> • To improve the lives and outcomes of families who have children/young people with special educational needs and disabilities (SEND) through engagement and development of links with Health, Education and Social Care, ensuring parent carers from Seldom Heard Groups (SHG) included. • To enable and encourage parent carers including those who are SHG to develop positive relationships with Health, Education and Social Care Partners. • To go out in the community independently to find new members for the group. • Facilitate involvement of parent carers in the development of school based SEN services and the SEN Information report. • Facilitate running of the Parent Carers Hub and incorporated Inclusion Surgery • Facilitate running of FVP "hard to reach" sub-group (SHG)
Main Duties:	<ul style="list-style-type: none"> • To find, recruit, train and support potential and new parent reps • To manage parent rep volunteer team, providing appraisals, support and continuous personal development. • To allocate work amongst the parent rep team in a manner which is inclusive, fair and using individual skills to maximum effect. • To build positive and long-lasting relationships with parent carers and professionals across all areas. • To advise parent carers of meetings, training, events and local participation opportunities and encourage them to attend and support them with transport and childcare

arrangement.

- To signpost families to relevant services, develop interest and have parents participate in training we supply for parent carers.
- To build positive relationships with local authorities, independent service providers and other stakeholders. Make them aware of the project and have them actively involved in signposting parent carers to FVP
- Running the Parent Carers Hub and Inclusion Surgery, including the organisation, booking and liaising with participators to ensure a consistent service.
- To maintain appropriate data bases and monitoring software, including database management.
- To be responsible for the planning, management and development of parent participation paying particular attention to SHG and Educational Settings.
- Organising and running meetings, focus groups and workshops for parent carers to engage in SEND based topics.
- Ensuring effective communications and relationships between parent carers including those from SHG, FVP and partner agencies.
- Keeping up to date with guidance and legislation relating to SEND Reforms paying attention to practices in Peterborough, and ensuring information is cascaded to parent carers, strategic partners and settings in an appropriate manner.
- Reviewing and monitoring involvement of parent carers in relevant work strands.
- Working with all forms of educational setting to assist in their involvement in the participation activities.
- When required, speaking/presenting at meetings about the work of FVP, Parent Participation and the SEND Reforms more generally.
- Producing materials including; action plans and quarterly reports and end of year project report.
- Devising surveys and polls to gather information and opinions of parent carers, and producing reports following completion
- Alerting parent carers of training opportunities and encouraging sign up to parent rep training when an interest is expressed
- Providing regular written and oral updates on status of work streams to the charity manager.
- Formulating Topics of Importance based upon parent carer feedback, on a quarterly basis.
- To work with closely with other team members to ensure that awareness of FVP is increased across Peterborough.
- Any other duties reasonably requested by FVP

	management or the board of trustees.
General:	<ul style="list-style-type: none"> • General office duties; taking inquiries, maintaining a tidy work space. • To communicate effectively and positively with fellow workers, other organisations, volunteers and visitors ensuring a professional manner is upheld at all times. • Working with parent carers to identify need and skills and establish areas of interest within parent participation. • Guiding and providing expertise to other FVP members and stakeholders. • Identifying, tracking and reporting on issues that may arise with a particular focus on SHG and educational settings. • Maintains effective communication and working relationships with FVP, stakeholders, parent carers from various settings and parent representatives. • Prepares and presents oral and/or written technical reports and project presentations.
Essential qualifications:	<ul style="list-style-type: none"> • 5 GCSE's at grade A-C or equivalent (must include maths and English) • 3 A Levels or equivalent
Essential skills, knowledge and experience:	<p><i>You must have/be able to:</i></p> <ul style="list-style-type: none"> • Excellent understanding of the structure and roles of local authorities, education and parent forums. • Excellent understanding of issues affecting parent carers. • Excellent interpersonal skills; confident and charismatic with the ability to build strong relationships with parent carers, key individuals and organisations • Ability to adapt quickly to change • Highly self-sufficient, independent and resilient • Excellent time management skills and ability to manage own workload effectively; organised and methodical. • Understanding of confidentiality • Experience and understanding of safeguarding requirements • Commitment to equal opportunities and social inclusion • Must be proficient in the use of computer technology, to include Microsoft and Google Suites.
Desirable qualifications, skills, knowledge and experience:	<ul style="list-style-type: none"> • Personal experience or knowledge of the SEN system • Degree level qualification or equivalent • Experience of working within a charity or voluntary sector organisation • To be a parent/carer or relative of a child/ young person with a disability or additional needs. • Have knowledge and understanding of parent

participation, and experience of working in a co-productive environment.

- Experience in managing a team, carrying out training, appraisals and HR support.

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	09/12/2017
2	Re-formatted	L.L.R	27/04/2020