



<b>Job Title:</b>	<b>Project Officer</b>
<b>HOURS:</b>	Full time (37 hour) will consider job share. Fixed term contract for 1 year may be extended subject to funding
<b>SALARY:</b>	Scale point 12 -18 £21589 - £24313

### **Background**

Rainbow Parent Carers Forum is a support group and independent voice for parent/carers with a child/young person with special educational needs or disabilities based in Nottinghamshire. Our mission is to support and empower families to be heard and achieve better outcomes. The organisation is run by parents for parents and provides a network for peer support, signposting, inclusive activities and development. We are a forum for parent/carer voices to be heard and to work as strategic partners with the local authority to influence and shape the support services our families receive.

### **Role**

To work alongside our Trustees and Chief Executive to deliver against our annual project plan.

### **Main responsibilities**

1. Organising and delivering Parent/Carer support activity where required including evenings and weekends.
2. Training and supporting volunteers to support the delivery of funded projects including parent reps, befrienders, play buddies and junior volunteers.
3. Developing advice and information resources.
4. Delivering workshops to parent carers.
5. Promoting and developing parent carer engagement and participation.
6. Understanding the support needs of families and signposting them to relevant statutory and other support services.
7. Managing own caseload where appropriate.
8. Developing and maintaining relationships with a number of partner organisations.
9. Ensuring the key performance indicators of the project are delivered, and completing monitoring and other reports as required.
10. Work within a small team to ensure the organisation complies with all statutory obligations and internal policies and procedures.

**JOB TITLE:** Project Officer

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<p>Experience and knowledge</p>	<p>Personal experience of children or young people with special educational needs or disabilities (SEND) as a parent carer or experienced practitioner with an understanding of the challenges faced.</p> <p>To have experience of navigating the SEND system either personally or through experience of supporting families in this area. Particularly, the Children and Families Act 2014 and the Care Act 2014.</p> <p>Experience of recruiting training and supervising volunteers including young people with SEND.</p> <p>Ability to work as part of a team, with excellent organisational, communication and interpersonal skills, including public speaking skills.</p> <p>Ability to manage meetings, facilitate groups and deliver training.</p> <p>Able to demonstrate effective practice, delivering equality and a personalised approach with diverse families and young people.</p> <p>Be prepared to work flexibly to meet the needs of the project including occasional evenings and Saturday afternoons twice a month.</p>	<p>Educated to degree level or equivalent.</p> <p>Demonstrable understanding of engaging families, utilising creative approaches including face to face contact and social media.</p> <p>Ability to demonstrate understanding of the context and impact of local and national policy implementation and service development on families of children and young people with special educational needs and disabilities.</p> <p>Ability to work positively with a range of service providers including, education, health and social care to influence and achieve change.</p> <p>Hold a current clean driving licence, have access to a car and be able to travel when required.</p>