



Participation and Engagement Officer

JOB SPECIFICATION

Hours: Part time 8 hours per week including some Saturdays - 6 months fixed term contract

Salary: £21,589 - £24,314 Pro rata based on 37 hours

Location: Beeston Youth and Community Centre, West End, Beeston, Nottinghamshire, NG9 1GL

Background

Rainbow Parents Carers is a support group and independent voice for parent/carers with a child/young person with special educational needs and/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 a forum for our family's 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 support our Board of Trustees, Chief Executive/Project Manager to deliver the Department for Education Parent Carer Participation Grant.

Main Tasks

1. Delivering community based sessions to develop parent participation and engagement
2. Delivering parent support/forum sessions
3. Developing parent participation and engagement
4. To develop and maintain effective relationships with a network of different partner agencies
5. Collating and writing monitoring reports where required
6. To maintain confidentiality at all times in accordance with agreed policy
7. To ensure the work of the project complies with Equal Opportunities, Health and Safety and other policies

Person Specification

	Essential criteria	Desirable criteria
<p>Experience and knowledge</p> <p>Other requirements</p>	<ul style="list-style-type: none"> • A parent carer of a child or young person with special educational needs and/or disabilities needs (SEND) or an experienced practitioner with an understanding of the challenges families face. Also to have personal or professional experience of navigating the SEND system or experience of supporting families in this area. • Be familiar with the Children and Families Act 2014 and the Care Act 2014 • Excellent written and report writing, verbal communication skills • Experience in working with diverse and isolated families • Be able to represent the organisation at strategic events/meetings in place of the Chief Executive as required • Be able to work in partnership with the other agencies both statutory and third sector to support families • Be organised, efficient and effective, with excellent interpersonal skills and the ability to work effectively on your own initiative or within a team • Ability to talk and make verbal presentations in front of medium sized audiences • A commitment to working in partnership with parents/carers, children and young people and all stakeholders • Understand the importance of and adhere to the confidentiality policy • Familiar with Microsoft Office Package and the ability to keep accurate records • Understanding and commitment to the equality of opportunity and diversity in principle and ability to provide this in practice • Be able to work flexibly to meet the needs of the project 	<ul style="list-style-type: none"> • Have good parent network contacts and know how to make the most of those to involve a wide range of parents • Experience of facilitating groups • Ability to work positively with education, health or care services and professionals to influence and achieve change • Hold a driving licence and have access to a vehicle • Be able to travel when required

**Responsibilities
to yourself**

- To be responsible for your personal development and be willing to undertake training to fill any knowledge gaps
- To participate in regular supervision sessions and annual appraisals.
- To promote the health and safety of employees at work and of people we support through the implementation of Rainbow's policies in accordance with all relevant statutory requirements, leading by example
- To undertake any other duties as requested by the line manager.