



Job Title: Parent Carer Forum Coordinator (12 months fixed term)
Hours: 15 hours part time (office based in Arnold)
Salary: £24000 based on 37 hours per week full time

Background

Rainbow Parents Carers Forum is a support group and independent voice for parent/carers with a child/young person with special educational needs or disabilities (SEND) 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 providing a network for peer support, signposting, inclusive activities and engagement. This post is grant funded by the DfE to deliver the voice of Nottingham City families and work in genuine partnership with the local authority to influence and shape the support services our families receive.

Role/Main Responsibilities

1. To work alongside our Chief Executive Officer to deliver the DfE and other participation and engagement funded projects.
2. To be the initial point of contact and coordinator for parent participation.
3. To maintain and develop a voluntary steering group, to coordinate and support monthly meetings, including minute taking and follow up on actions.
4. To deliver community-based sessions to develop parent participation and engagement.
5. To develop and maintain effective relationships and genuine partnerships with a network of partner agencies.
6. To maintain accurate records, collating and writing reports, producing surveys using software survey tools.
7. To explore and establish user friendly ways of information sharing between the steering group, parent representatives and the wider network, particularly those seldom heard.

Experience and Knowledge

Essential Criteria

1. Ability to be organised, efficient and effective as part of a small team with excellent communication skills, both verbal and written.
2. Excellent IT skills including Microsoft Office and Google Suite.
3. Experience of organising and facilitating meetings and events.
4. Experience in dealing with sensitive and confidential information with a sound understanding of GDPR.
5. Be able to represent the organisation at strategic events/meetings.
6. A commitment to working in partnership with parents/carers, children/young people and all stakeholders.
7. An understanding of the issues facing families with disabled children.

Desirable Criteria

1. Educated to degree level, NVQ4 or equivalent standard.
2. Experience of working within an organisation that supports families with children and young people with special educational needs and disabilities.
3. Experience of working in the voluntary & community sector with an organisation in receipt of grant funding.
4. Prepared to work flexibly to meet the needs of the project including occasional evenings and regular Saturdays when required.
5. Hold a current clean driving licence, have access to a car and be able to travel when required.

Closing Date: Monday 13 November 2023 at 17:00 Please email Support@rainbowpcf.org.uk for an application pack.