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# Job Description

Job Title: **PCF Partnerships Co-ordinator**

Grade: £30,093-£32,426 p.a. pro-rata equivalent to NJC Spinal Point 27-30

Responsible to: Amaze CEO

Responsible for: PaCC Chair and Engagement Co-ordinator (pastoral care)

Hours of Work: 24 hours/ week worked flexibly to suit a parent carer’s circumstances. Fixed-term until August 2023 in the first instance, with the possibility of extension

Other: Hybrid working, with the expectation that the postholder will work across both Amaze’s offices in East Sussex and Brighton and Hove. Travel expenses paid for travel beyond specified service base/location.

**About Brighton and Hove Parent Carer Council (PaCC), East Sussex Parent Carer Forum and Amaze**

PaCC and ESPCF represent parents and carers of children or young people with special educational needs and disabilities (SEND) up to 25 who live in Brighton & Hove and East Sussex. They aim to work in partnership with organisations in making a positive difference to the planning, delivery and monitoring of services, so that they enable children and young people and their families to flourish.

The Parent Carer Forums (PCFs) research and gathers the collective experiences, concerns, views, and solutions of parent carer members in their local areas. PCF parent carer representatives are trained and supported and participate in local decision-making meetings/processes to influence the planning and delivery of services. The PCFs reach out to hear from and work with a diversity of parent carers.

PaCC and ESPCF are both hosted by Amaze, the local charity providing information, advice and support to local SEND families. This includes HR support and Amaze are therefore the employer for this role. It also includes working strategically together to strengthen the voice of parent carers in bringing about change.

**Main Purpose of the Job:**

This role is responsible for:

* Ensuring effective support to PaCC and ESPCF from Amaze, including back-office (HR, finance) and strategy, planning and partnership working
* Co-ordination of each PCF’s workplan in close liaison with the respective Chairs and Steering Groups who retain responsibility for all decision-making in relation to the workplan, and operations more broadly
* Co-ordination of the pan-Sussex health engagement workplan, in liaison with the PCF Chairs, including supporting activities which gather parent carers’ experiences eg surveys/events and associated research
* Supporting effective information sharing, research, and policy/position statement writing across the PCFs and Amaze
* Working to support effective parent carer engagement and co-production of SEND services in B&H and ESx, including attending some strategic meetings with partners and PCF Steering Group meetings

**Key responsibilities:**

1. **Managing PCF staff, finances, policies and procedures, and ensuring effective support from Amaze to the PCFs**
2. To provide line management, support and supervision to PCF staff
3. To ensure pastoral care is provided to PCF reps/volunteers in liaison with PCF core staff teams
4. To oversee each PCF’s finances, working with the PCF staff, steering group and Amaze finance team on budget setting, making funding applications, monitoring expenditure and reporting
5. To support the PCFs in maintaining and developing their policies and procedures and partnership documents, ensuring they are fit for purpose, eg terms of reference, governance structures, roles and responsibilities of PCF reps, Code of Conduct etc, plus Co-Production Policy / Memorandum of Understanding with partners
6. To support the PCFs in understanding and making effective use of Amaze’s supporting policies and procedures and operating frameworks
7. To provide the link between the PCFs and Amaze’s CEO and Board of trustees, attending Amaze Management Committee (Board of Trustees) meetings quarterly to exchange updates, support joint work, and provide line of accountability to Amaze trustees. Reps from PCF steering groups also invited to attend.
8. **Co-ordinating the PCFs’ workplans**
9. To maintain accurate information on engagement activities, operations and co-production workstreams in the PCFs’ workplans and ensure shared understanding of work commitments. To note: the PCF Steering Groups are responsible for setting priorities, the Chairs have delegated authority for decision-making around workplan implementation, and engagement staff lead on engagement activities
10. To attend events, groups and meetings as required to understand PCF priorities and build relationships to work effectively with the Chairs, SG members and partners
11. To liaise with the Chairs to ensure workstream co-production requirements are fulfilled as per the PCF funding contracts
12. To co-ordinate monitoring and evaluation of the PCFs, working closely with the staff team on gathering evidence of outputs, outcome and impact of parent voice
13. **Co-ordinating partnership working between the PCFs in Sussex and health**
14. To respond to incoming enquiries from pan-Sussex health commissioners/providers and seek new opportunities to represent the voices and experiences of parent carers
15. To liaise with the PCF leads on workplanning and prioritisation of activities, and responding to opportunities / requests for PCF input
16. To work with engagement staff on surveys/polls and focus groups/events which enable the PCFs to gather parents’ views and represent these effectively
17. To support PCF staff of writing of reports and position statements which represent the views and experiences of parent carers across Sussex

**4. Other General Responsibilities**

1. To ensure compliance with all relevant legal and regulatory requirements and in particular those specified by Health and Safety and the Data Protection Act
2. To work within the framework of PCF/Amaze policies and procedures
3. To demonstrate and promote a commitment to professional development, team working and the principles of equal opportunities
4. Attend supervision, training and staff meetings as required
5. Carry out other duties appropriate to the role and responsibilities as may be delegated by the PCFs and Amaze. Note this is a new role and will be required to work flexibly as part of a small team especially while responsibilities settle and are adjusted.

**Person specification**

**This is the list of experience, skills, abilities and qualities we’re hoping someone can bring to this role. We appreciate not all candidates may bring all elements.**

1. Lived experience of disability yourself and/or as a parent/carer of a child, young person or adult with special educational needs or disabilities (SEND) **(desirable)**
2. Experience of managing staff
3. Experience of managing budgets
4. Experience of managing complex work programmes/projects
5. Experience of developing relationships with a variety of different people, reaching out to the community and getting them involved
6. Experience of handling challenging situations
7. Experience of analysing data and presenting trends/conclusions from statistics
8. Experience of promoting and presenting information and ideas to different audiences, including writing reports
9. Experience of attending strategic meetings

**Skills, abilities and personal qualities**

1. A good understanding of the issues faced by parents of children with special educational needs and disabilities
2. Ability to demonstrate a welcoming manner, and the professionalism of the PCFs/Amaze
3. Excellent interpersonal skills, diplomacy, tact, influencing and assertiveness, to build relationships and work collaboratively
4. Familiarity with MS Office Suite, including Word, Excel, Powerpoint
5. Ability to plan and prioritise and work on own initiative, consulting as required, and as part of a small team
6. Ability to work flexibly and learn new tasks quickly
7. Ability to travel to attend events as necessary