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**Job description**

Job Title: **Chair**

Grade: £15.81 hour (£28,779 p.a. pro-rata) equivalent to NJC Spinal Point 27-30

Responsible to: ESPCF Committee

Strategic/pastoral support: Amaze Deputy CEO

Hours of Work: 21 hours per week, fixed-term until March 2021 in the first instance, with the possibility of extension

Location: Flexible, option to work from home or from Amaze’s Eastbourne office

**About East Sussex Parent Carer Forum (ESPCF)**

ESPCF is the new forum for parent carers of children and young people (CYP) with special educational needs and disabilities (SEND) in East Sussex.

ESPCF’s aim is to ensure that every parent carer in East Sussex feels that their voice, their views and their experiences matter and contribute towards developing and improving services. We do this by reaching out to parent carers to be involved, representing parent carers’ experience and expertise to decision-makers and making recommendations for service improvement.

ESPCF is supported 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.

Two other new staff roles are being recruited at the same time as this post: Engagement Co-ordinator and Administrative and Communications Assistant. ESPCF funding is confirmed until March 2022 however employment contracts are being offered initially for one year, intentionally so that ESCPF has the flexibility to adapt and change its staff team as it develops and grows in its first year of operation.

**Main Purpose of the Job:**

The Chair will be responsible for leading and championing parent participation across East Sussex - leading ESPCF to deliver on its vision, mission and values in providing a strong voice for parent carers. This includes chairing the ESPCF, committee, representing the views and wishes of ESPCF’s members on a local, regional and national basis and overseeing all ESPCF activities, including the initial project set-up.

**Key responsibilities:**

**Chairing the ESPCF Committee and supporting ESPCF parent reps**

1. To lead and chair the ESPCF committee ensuring that meetings run effectively to provide effective oversight of ESPCF’s work and that all parent reps attending have an equal voice and are representative of the wider membership.
   1. To develop the terms of reference, governance structures, roles and responsibilities of ESPCF reps ensuring they have a mandate to represent the views of parent carers across East Sussex. Oversee recruitment of parent reps and committee members.
   2. To ensure there are transparent decision making processes and clear lines of communications and accountability.
   3. To ensure elected parent reps are supported to develop skills, knowledge and confidence in their role. To provide or arrange for reps training, briefings, group supervision and annual reviews, enabling reps to make effective contributions to decision making/strategic meetings
2. **Leading on ESPCF strategy, budget and impact**
3. To develop ESPCF’s Strategic Plan and annual work plans ensuring these are realistic and based on capacity and funding, and respond to the needs of local parent carers.
4. To support the committee and broader ESPCF membership to identify and prioritise issues/areas of concern for their child and their families and lead the committee to develop position statements
5. To develop the strategy for how ESPCF wants to influence on individual issues, co-ordinate position statements and liaise with the relevant parent reps to agree this.
6. To lead on managing the ESPCF budget, understanding the different elements of income and expenditure and explaining the finances to the committee on a bi-annual basis.
7. To work with Amaze to develop funding bids to Contact, ESCC, CCGs and others.
8. To work with Amaze to ensure appropriate monitoring and evaluation of ESPCF’s influencing work, gathering feedback from its membership and from service managers. Oversee evidence of outputs, outcome and impact of parent voice.
9. To attend Amaze Management Committee (Board of Trustees) meetings quarterly to exchange updates, support joint work and contribute to effective governance.
10. **Building relationships**
11. To build positive and effective relationships with key service managers and commissioners within East Sussex and model the principles and values of co-production at all times.
12. To identify ways in which consultation opportunities are maximised within statutory services, creating opportunities for open debate and discussion in decision making processes – developing roles for parent carers on relevant strategic, decision-making or service delivery/monitoring groups as resources allow and where parent participation/co-production is valued and effective.
13. To maintain and develop relevant partnership documents, ie Memorandum of Understanding / Co-production Frameworks etc.
14. To recognise Amaze as a key partner and attend Amaze team meetings and away days and report back on the work of ESPCF.
15. **Sharing/developing good practice regionally**
16. To build good working relationships with Chairs of other Parent Carer Forums, attending the NNPCF regional meetings, aiming to share good practice and learning from others.
17. To attend and contribute to regional and national groups as appropriate eg SE19 events
18. **Line Management**
19. To decide on staffing structures, roles and responsibilities, making best use of ESPCF resources to deliver on priorities.
20. To provide line management, support and supervision to all ESPCF paid staff, with pastoral support and HR policies and procedures provided by Amaze.
21. **Communications**
22. To produce written and verbal updates and reports on ESPCF work
23. To oversee ESPCF communications and engagement activities, including signing off newsletter articles and website content, and moderation of social media in line with the ESPCF Social Media policy

**7. 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/GDPR.
2. To work within the framework of Amaze policies and procedures.
3. To demonstrate and promote a commitment to professional personal development, team working and the principles of equal opportunities.
4. Attend supervision, training & staff meetings as required
5. Carry out other duties appropriate to the role and responsibilities as may be delegated by ESPCF and Amaze, recognising the ESPCF staff team is new and all roles will need to work flexibly to support the development of ESPCF in its first year of operation.

**Person specification**

**Experience**

1. Is a parent carer of a child or young person aged 0-25 years old, living in East Sussex with a special educational need or disability
2. An understanding of the issues faced by a wide range of children with different special educational needs and disabilities, including those attending special and mainstream schools and a variety of ages, gained from involvement in a parent carer support group or similar
3. Experience of attending a parent carer forum and / or being a parent rep, or other experience of influencing or lobbying for change.
4. Experience of building, maintaining and developing relationships with a variety of different groups of parents, professionals and other stakeholders
5. Experience of engaging with vulnerable families - building trust and rapport, identifying their needs and helping them communicate these to decision makers
6. Experience of negotiating with people and managing conflict/differences of opinion in a positive, collaborative way
7. Staff or volunteer supervision and support

**Skills, abilities and personal qualities**

1. Ability to lead, influence, encourage and enthuse a wide range of people from service managers to funders to parent carers
2. Ability to appraise the relevant policy context both locally and nationally
3. Ability to demonstrate a welcoming and effective manner, and the professionalism of ESPCF
4. Excellent written and verbal communication skills and experience writing letters, reports or articles in an inclusive and engaging way and presenting information in different formats/styles to meet the needs of different audiences
5. Excellent interpersonal skills, diplomacy, tact, influencing and assertiveness, to build relationships and work collaboratively
6. Good IT skills – good working knowledge of MS Office Suite, Word and Excel essential, with some knowledge of Power point desirable
7. Ability to plan and prioritise workloads to deliver planned objectives/outcomes to an agreed budget
8. Ability to travel around the county, ie full driving licence or willingness to take public transport, including regular meetings in Lewes and Eastbourne