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# Job Description

Job Title: **Parent Carers’ Council (PaCC) Vice Chair**

Grade: Hourly rate £14.38-14.86, equivalent to NJC salary pt 23-24, £26,172 - £27,045 pro-rata

Responsible to: PaCC Chair

Hours of Work: 14 hours per week, hours flexible to suit the postholder and the work

The Parent Carers' Council (PaCC) is the forum representing parent carers of children or young people with any special educational need or disability (SEND) across Brighton and Hove. The forum is hosted and supported by Amaze, the local charity providing information, advice and support to these families.

**Main Purpose of the Job:**

PaCC Vice Chair will work closely with the Chair of PaCC in helping to develop PaCC as an effective parent carer forum and provide a strong voice for parent carers in Brighton and Hove.

**1. Supporting effective development of PaCC as a parent carer forum**

1. To support the PaCC chair in ensuring the PaCC Steering Group is effective, that all parent reps attending have an equal voice and are representative of the wider membership.
2. To provide an effective sounding board for the Chair to help shape PaCC representation and influencing priorities.
3. To help support parent reps to develop skills, knowledge and confidence in their role, liaising with the Engagement Co-ordinator on briefings and providing other support.
4. **Support PaCC strategy and plans**
5. To support development of PaCC’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.
6. To support the steering group and broader PaCC membership to identify and prioritise issues/areas of concern for their child and their families and develop position statements
7. To support/lead discussions with various groups including via social media – with the objective of identifying differing viewpoints/consensus
8. To develop the strategy for how PaCC wants to influence on individual issues, co-ordinate position statements and liaise with the relevant parent reps to agree this.
9. To support the PaCC Chair in ensuring PaCC is represented at key strategic meetings.
10. **Leading workstreams**
11. To have dedicated capacity to lead on key workstreams for PaCC which may change over time
12. To represent PaCC at key meetings in these workstreams and drive forward co-production of strategic and service development
13. To identify key strategic/service developments which need to be made and work in co-production with partners to progress these
14. To develop good practice in co-production with partners across B&H, modelling good practice and development underpinning policies and frameworks.

**4. Other General Responsibilities:**

1. To comply 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 Amaze policies and procedures.
3. To demonstrate and promote a commitment to professional development, team working and the principles of equal opportunities.
4. To attend supervision, training & staff meetings as require
5. To carry out other duties appropriate to the role and responsibilities as may be delegated by the PaCC SG or Amaze CEO.

**PaCC Vice Chair – person specification:**

**Experience and knowledge:**

1. Is a parent carer of a child or young person aged 0-25 living in Brighton and Hove with a special educational need or disability
2. An understanding of the issues faced by a wide range of children with different disabilities and special needs, including those attending special and mainstream schools and a variety of ages
3. Knowledge of SEND services and service providers
4. Experience of having been involved in parent participation
5. Experience of being a parent carer forum rep / steering group member (ideally PaCC) - (desirable but not essential)
6. Excellent written and verbal communication skills and experience including a range of techniques/formats e.g. social media, writing letters and reports.
7. Experience of building, maintaining and developing relationships with a variety of different groups of parents, professionals and other stakeholders
8. Experience of providing support to staff or volunteers (desirable but not essential)

**Skills, abilities and personal qualities**

1. A good understanding of the wide range of issues faced by parents of children with special educational need or disability
2. Ability to think strategically and work in partnership with others on strategic agendas
3. Ability to present feedback some of which might be negative, in a constructive way and action planning for improvements
4. Excellent interpersonal skills, to build relationships and work collaboratively
5. Good IT skills – good working knowledge of Word
6. Ability to plan and prioritise workloads to deliver planned objectives/outcomes