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# Job Description

Job Title: **ESPCF Engagement Worker**

Grade: £13.98 hour (£25,445 p.a. pro-rata) equivalent to NJC Spinal Point 21-22

Responsible to: ESPCF Engagement Co-ordinator for workplan, Amaze DCEO for pastoral line manager

Hours of Work: Highly flexible, between 7-21 hours/week to suit a parent carer’s circumstances. Fixed-term until March 2023 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 forum for parent carers of children and young people (CYP) aged 0-25 years with special educational needs and disabilities (SEND) in East Sussex. ESPCF aims 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. It does 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 SEND families. This includes HR support; Amaze are therefore the employer for this role.

**About the Neuro-Development Pathway Project**

This role will engage families in the design and delivery of the new Neuro-Developmental Pathway (NDP) pre and post diagnostic support service in East Sussex, which is being developed and piloted by Amaze. Development of this family support service recognises that many children and young people are waiting too long (2-3 years) to have their needs assessed or diagnosed, and support provided, on the NDP. There are various reasons for this, including particular pressure points in the assessment process, CAMHS capacity, and it has been recognised that families should be provided with better support before, during and after this process occurs. The service spec is to be confirmed, but will include support to help parent carers navigate services, webinars/workshops/training and peer support.

**Main Purpose of the Job:**

This role is responsible for:

* Developing participation of parent carers in the NDP project, including promoting, designing and delivering different ways for parents to be engaged
* Recruiting and supporting parents to attend meetings to represent others and attending meetings yourself to input parent carers’ experiences
* Ensuring diversity of involvement and reach into the SEND community

Elements of the NDP project co-production will be shared with, and supported by, other ESPCF parent carer reps and/or ESPCF staff members, i.e. the engagement worker will not be working alone but as part of a small team. How this works in practice will be determined by the background/skill set of the appointee(s) and the level of hours they are able to commit to working on this project, alongside their caring/other responsibilities. If there is remaining budget, additional hours will be allocated to existing staff to support the project and/or fund parent carer reps to be supporting the work.

**Key responsibilities:**

1. **Co-ordinating co-production**
2. To develop and maintain an up to date workplan liaising with the ND service lead (from Amaze) and NDP steering group to agree priorities
3. To liaise with ESPCF Engagement Co-ordinator and Chair to connect with wider representation/workstreams and ensure integration of this project into the wider ESPCF workplan
4. To maintain accurate records of participation in this project
5. Report as necessary to the ND Steering Group and NHS as funder for the project.
6. **Provide or facilitate representation of ESPCF in the NDP**
7. To recruit parent carers of ND CYP to be engaged in the project
8. Either be the rep to attend meetings or support / liaise with other reps e.g. sharing information, providing updates or briefings
9. To produce surveys and organise events which enable ESPCF to gather parent carers’ views and experiences. To assimilate views from a number of sources (surveys, events, reps, members, other feedback) and write up reports for sign-off
10. To contribute to the design of services with service leads, commenting on drafts/specs/resources etc
11. To produce comms updates to keep all stakeholders informed about the project
12. To feedback to members/partners using a ‘You said, We did’ approach so they can see where their input has made a difference.
13. **Increasing ESPCF profile, membership and diversity through engagement activities and communication**
14. To contribute to wider ESPCF development by supporting activities which strengthen parent carers’ voice
15. To attend events, groups and meetings to promote parent carer participation
16. To help raise ESPCF’s profile and awareness of opportunities to be involved

**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 ESPCF/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 ESPCF and Amaze.

*Person specification on next page (page 3)*

**Person specification**

**This is the list of experience, skills, abilities and qualities we’re hoping someone can bring to this role. Only number one on the list is essential. You may bring a combination of the others, which you can tell us about in your application form.**

1. Lived experience of neurodivergence - yourself and/or as a parent/carer of a child, young person, or adult, with special educational needs and disabilities (SEND) **(essential)**
2. Experience of developing relationships with a variety of different people, reaching out to the community and getting them involved
3. Experience of handling challenging situations
4. Experience of promoting and presenting information and ideas to different audiences, including writing reports
5. Experience of attending meetings

**Skills, abilities and personal qualities**

1. A good understanding of the issues faced by parent carers of children/young people with special educational needs and disabilities
2. Ability to demonstrate a welcoming manner, and the professionalism of ESPCF
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 around the county to attend events as necessary, ie full driving licence or willingness to take public transport