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# Job Description

Job Title: **PaCC Vice Chair (with focus on Learning Disabilities – LD)**

Grade: £28,389 - £29,223 p.a. pro-rata equivalent to NJC Spinal Point 25-26

Responsible to: PaCC Chair

Hours of Work: 15 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: Flexible location, option to work from home or from Amaze’s office in central Brighton or hybrid working.

**About Brighton and Hove Parent Carer Council (PaCC)**

PaCC represents parents and carers of children or young people with special educational needs and disabilities (SEND) up to 25 who live in Brighton & Hove. PaCC aims 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.

PaCC researches and gathers the collective experiences, concerns, views, and solutions of parent carer members. PaCC parent carer representatives are trained and supported and participate in local decision-making meetings/processes to influence the planning and delivery of services. PaCC reaches out to hear from and work with a diversity of parent carers.

PaCC is 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.

**Main Purpose of the Job:**

The Vice-Chair is responsible for supporting the PaCC Chair in:

* Championing parent participation in B&H, ensuring PaCC delivers on its vision, mission and values in providing a strong voice for parent carers
* Ensuring effective running of the PaCC Steering Group
* Representing the views and wishes of PaCC’s members on a local, regional and national basis (leading on LD needs and services)
* Delivering on PaCC’s activities/priorities working closely with other staff on implementation.

The Chair and Vice-Chair will form a close and supportive partnership approach to working together, and so they feel able to ‘step in’ for each other as and when required. Many of the key responsibilities are therefore shared, but with the distinction that the Chair is leading and the Vice-Chair supporting.

**Key responsibilities:**

**1. Supporting the Steering Group and PaCC Parent Reps**

1. To support the PaCC Chair in ensuring that the PaCC Steering Group, and its meetings, run effectively, that parent reps have an equal voice and are representative of the wider membership
2. To stand in for the Chair when needed in chairing meetings
3. To provide an effective sounding board for the Chair to help shape PaCC representation and influencing priorities.
4. To help support parent reps to develop skills, knowledge and confidence in their role, liaising with the Chair and Engagement Co-ordinator on briefings and providing other support.
5. To support information sharing between parent carer representatives, PaCC steering group, and the wider membership, ensuring effective representation of PaCC’s members, eg providing briefings/attending meetings
6. **Supporting PaCC strategy and leading on LD co-production workstreams**
7. To support the Chair/ steering group, reps and broader PaCC membership to identify and prioritise issues/areas of concern for their child and their families
8. To shape and lead on the LD priorities in PaCC’s workplan, working closely with the Chair and PCFs Partnership Co-ordinator who share oversight of the plan
9. To decide how PaCC will influence on specific LD issues, and working with the Chair and steering group to develop PaCC position statements, delegating responsibility for writing these to the Participation Worker
10. To lead on LD workstreams for PaCC, meaning representing PaCC at key meetings and driving forward co-production of strategic and service development
11. To work closely with the Chair who mirrors this responsibility for ND co-production
12. To develop and maintain good practice in co-production with partners across B&H
13. To evaluate PaCC’s influencing work – working closely with the PaCC staff team who will gather monitoring information and partners, to assess impact
14. **Building relationships, reach and communication**
15. To build and maintain positive and effective relationships with key service managers and commissioners, voluntary sector partners and providers, within B&H and model the principles and values of co-production.
16. To identify ways in which consultation opportunities are maximised within 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.
17. To support/lead discussions with various groups including via social media – with the objective of identifying differing viewpoints/consensus around LD needs//services
18. To recognise Amaze as a key partner and attend Amaze team meetings and away days and report back on the work of PaCC.
19. To work closely with the team to develop a PaCC style/voice and -specific/tailored content for the PaCC social media platforms and to provide ideas/content/stories for PaCC information products e.g. newsletter, website, and leaflets etc

**4. Other general responsibilities:**

1. To ensure PaCC’s 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 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. Occasional evening/weekend working with advanced notice
6. Carry out other duties appropriate to the role and responsibilities as may be delegated by PaCC and Amaze. Note this is a redesigned role and will be required to work flexibly as part of a small team especially while responsibilities settle and are adjusted.

**PaCC Vice Chair – person specification**

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

**Experience and knowledge:**

1. Is a parent carer of a child or young person aged 0-25 years old, living in B&H with a special educational need or disability **(essential)**
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 **(essential)**
3. Knowledge of SEND services and service providers
4. Experience of being a parent carer forum rep / steering group member (ideally PaCC) **(desirable)**
5. Experience of building, maintaining and developing relationships with a variety of different groups of parents, professionals and other stakeholders
6. Experience of engaging with vulnerable families, building trust and rapport, identifying their needs and helping them communicate these to decision makers
7. Experience of negotiating with people and managing conflict/differences of opinion in a positive, collaborative way

**Skills, abilities and personal qualities**

1. Ability to lead, influence, persuade 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 think strategically and work in partnership with others on strategic agendas
4. Ability to demonstrate a welcoming and effective manner, and the professionalism of PaCC
5. Excellent written and verbal communication skills and experience writing letters, reports, social media posts or articles in an inclusive and engaging way and presenting information in different formats/styles to meet the needs of different audiences
6. Significant political acumen
7. Excellent interpersonal skills, to build relationships and work collaboratively
8. Good IT skills – good working knowledge of MS Office Suite, Word and Excel essential, with some knowledge of Power point desirable
9. Ability to plan, co-ordinate and prioritise workloads to deliver planned objectives/outcomes to an agreed budget