



Job Title:	ESPCF Engagement Worker
Grade:	£17.11 - £17.41 / hour (£31,150 - £31,700 p.a.pro-rata): Band E on Amaze payscale
Responsible to:	ESPCF Engagement Co-ordinator
Hours of Work:	On average 5 hours/week worked flexibly. Due to the nature of the projects, this role will include attending parent carer groups in schools to coincide with the start or end of the school day. Fixed-term six-month contract in the first instance, with the possibility of extension.
Location:	Travel to schools across East Sussex. Other work with flexible, option to work from home, from Amaze's Eastbourne or Brighton offices or hybrid.

About East Sussex Parent Carer Forum (ESPCF)

ESPCF is the forum for parent carers of children and young people (CYP) 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. 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 & support to SEND families. This includes HR support; Amaze are therefore the employer for this role.

Autism in Schools (AiS) and Partnerships for Inclusion of Neurodiversity in Schools (PINS) projects

These two projects are a partnership between ESPCF, health, and education professionals and specific named schools to improve the outcomes for children and young people with SEND, and to improve joint working between schools and their parent carer community.

The role will involve liaising with the schools to set up informal groups for parents and carers to share their views and ideas about the provision in their child/young person's school. The groups will initially be facilitated by the Engagement Workers who will support parent/carers and/or SENCOs to continue to hold the groups independently. Workshops will then be organised according to the feedback from families to provide information on a variety of topics from specific services and speakers. Where appropriate, the feedback from families will also be collated and shared thematically with the schools to identify what is working well and where improvements are needed.

Main Purpose of the Job:

This role is responsible for:

- Developing the parent carers groups for each school at a time likely to suit parent carers.
- Promoting the school groups and encouraging participation of parent carers. Ensuring there are opportunities for parent carers unable to attend to provide their feedback.
- Collecting the feedback from parent carers to identify and organise workshops, speaker and information sessions. Providing relevant feedback to the schools and health/education professionals to improve outcomes for pupils.
- Establishing the school groups so they can become self-supporting

Elements of the projects will be shared with, and supported by, other 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 working on this project, alongside their caring/other responsibilities.

Key responsibilities:

1. Co-ordinating partnership

- a) To work in partnership with each school and the health and/or education professionals to share information and review work plans.
- b) To ensure parent carer voice is a central part of the work of the project
- c) To promote and run parent carer groups at each of the schools and seek feedback from parent carers unable to attend
- d) To organise workshops and/or speakers in line with the feedback from parent carers.
- e) To keep up to date records of the work and the feedback from parent carers.
- f) To liaise with ESPCF Engagement Co-ordinator and Chair to connect with wider representation/workstreams

2. Increasing ESPCF profile, membership and diversity through engagement activities and communication

- a) To contribute to wider ESPCF development by supporting activities which strengthen parent carers' voice
- b) To attend events, groups and meetings to promote parent participation
- c) To help raise ESPCF's profile and awareness of opportunities to be involved

3. Other General Responsibilities

- a) To ensure compliance with all relevant legal and regulatory requirements and in particular those specified by Health and Safety and the Data Protection Act
- b) To work within the framework of ESPCF/Amaze policies and procedures
- c) To demonstrate and promote a commitment to professional development, team working and the principles of equal opportunities
- d) Attend supervision, training and staff meetings as required
- e) Carry out other duties appropriate to the role and responsibilities as may be delegated by ESPCF and Amaze.

Person specification

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

Experience

1. Lived Experience of neurodivergence/health conditions/disabilities - 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/or working with the community and getting them involved (essential)
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

6. A good understanding of the issues faced by parents of children with special educational needs and disabilities
7. Ability to demonstrate a welcoming manner, and the professionalism of ESPCF
8. Excellent interpersonal skills, diplomacy, tact, influencing and assertiveness, to build relationships and work collaboratively
9. Familiarity with MS Office Suite, including Word, Excel, Powerpoint
10. Ability to plan and prioritise and work on own initiative, consulting as required, and as part of a small team
11. Ability to work flexibly to include evenings where required.
12. Ability to travel around the county to attend events as necessary, ie full driving licence or willingness to take public transport