

Job title	Forum Administrator
Role summary	<p>OxPCF is recruiting! We are looking for an Administrator to:</p> <ul style="list-style-type: none"> • Be the initial point of contact for OxPCF • Provide administrative support for the Forum Manager and maintain accurate records • Facilitate information sharing between the steering group, the forum, parent carers, organisations and statutory partners
Job location (usual place of work)	Home based with occasional meetings face to face in Oxfordshire
Pay Rate	The role is for 3.5 hours a week during term time (39 weeks per year) with flexible, at-home working. You would be an independent contractor working for OxFSN and we are offering £15 per hour (£2,000 per year)
Is pay pro rata - Yes or No	Yes
Applications close on (please give date)	19th May
Hours - Full time or Part time	The role is for 3.5 hours a week during term time (39 weeks per year) with flexible, at-home working.
Contract is – Permanent/ Temporary/Fixed term	Permanent

Job description

OxPCF is supported by OxFSN (Oxfordshire Family Support Network), which is a local charity providing information, advice and support to local families with learning disabilities. You will be a self employed contractor with OxFSN and they will provide HR support. You will work to the OxPCF Forum Manager.

- Hours are 3.5 hours per week during term time (39 weeks per year) (with the possibility of further hours for additional projects) and can be worked flexibly. The work mainly occurs during term time but could include school holidays too if necessary. Some work may need to be undertaken during evenings and weekends
- Rate: £15 per hour
- Location: Oxfordshire, largely home-based with both online with occasional in-person meetings, as required

Purpose

- To be the initial point of contact for OxPCF
- To provide administrative support for the Forum Manager
- To maintain accurate records
- To facilitate information sharing between the steering group, the forum, parent carers, organisations and statutory partners

Main tasks

- Be the initial point of contact for the PCF
- Support monthly steering group meetings, including minute taking, chasing actions and ensuring all relevant tasks are carried out before meetings
- Update records including membership, attendance at events, social media activity using google sheets and Mailchimp
- Book and coordinate training and other events as required by the forum
- To support the Forum Manager and carry out any other duties that are within the scope, spirit and purpose of OxPCF

Additional possible tasks

- To attend events, groups and meetings to promote the work of OxPCF and parent participation, raising OxPCF's profile and awareness of opportunities available. and

To apply, please contact

If you are interested in applying for this role, please email your CV to info@oxpcf.org.uk, with a covering letter telling us about your skills and experience (either paid or voluntary) that are relevant to this position.

Submit Job Vacancy.