

<b>Job title</b>	<b>Forum Manager</b>
<b>Role summary</b>	<p>OxPCF is recruiting! We are looking for a Forum Manager to:</p> <ul style="list-style-type: none"> <li>• manage the day-to-day business of the Forum</li> <li>• lead communication with parent carers and partners on behalf of OxPCF and monitor and report on feedback</li> <li>• support the Steering Group to work effectively to deliver the annual plan for OxPCF</li> </ul>
<b>Job location (usual place of work)</b>	<b>Home based with occasional meetings face to face in Oxfordshire</b>
<b>Pay Rate</b>	10 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 £22 per hour (~£8,500 per year).
<b>Is pay pro rata - Yes or No</b>	<b>Yes</b>
<b>Applications close on (please give date)</b>	<b>19th May</b>
<b>Hours - Full time or Part time</b>	10 hours a week during term time (39 weeks per year) with flexible, at-home working.
<b>Contract is – Permanent/ Temporary/Fixed term</b>	<b>Permanent</b>

## 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 Co-Chairs and manage the Administrator role.

- **Hours are 3.5 hours a week during term time (39 weeks a 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:** £22 per hour
- **Location:** Oxfordshire, largely home-based with both online and occasional in-person meetings as required

### Purpose of the role

- To manage the day-to-day business of OxPCF
- To lead communication with parent carers and partners on behalf of OxPCF and monitor and report on feedback
- Support the Steering Group to work effectively to deliver the annual plan for OxPCF

### Main tasks

- Be the lead point of contact for the PCF (supported by the Administrator)
- Manage the time of the OxPCF Administrator (who works for 3.5 hours per week)
- Develop and maintain an up-to-date work plan for OxPCF based on the agreed annual plan
- Co-ordinate monthly steering group meetings (supported by the Administrator)
- Ensure that all financial reporting and deadlines are met including quarterly reporting to Steering Group meetings (working with Steering Group lead)
- Lead the development of policies and procedures for the Steering Group
- Prepare the annual grant monitoring and grant application forms
- Ensure accurate records are kept, including membership, attendance at events and social media activity, using google sheets and Mailchimp (supported by the Administrator)

**To apply, please contact**

If you are interested in applying for this role, please email your CV to [info@oxpcf.org.uk](mailto: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.**