



Oxfordshire Parent Carers Forum seeks a Community Coordinator

Oxfordshire Parent Carers Forum (OxPCF) is an independent group and is led by parent carers. We aim to enable the voices of parent carers of children and young people with SEND (Special Educational Needs and Disabilities) across Oxfordshire to be heard in service planning and development. The forum is committed to making parent carer participation an integral part of service and information development and provision in Oxfordshire, with the aim of creating better outcomes for children and young people with SEND and their families.

We are members of NNPCF (National Network of Parent Carer Forums) which is supported by the organisation Contact.

OxPCF is funded through a Department of Education grant to support the Parent Carer Forum. OxPCF is run by parent carer volunteers, to ensure that parent/carers of children and young people with disabilities and additional needs can participate and co-produce services and provision within Oxfordshire.

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 with support from the Chair when necessary.

- **Hours are 6 hours per week during term time (39 weeks a year)**, with the possibility of further hours for additional projects, and will be mainly within school hours and can be worked flexibly. The work mainly occurs during term time. Some work may need to be undertaken during evenings and weekends
- **Rate:** £22 per hour
- **Location:** Oxfordshire, home-based with both online and in-person meetings as required by the role (we would expect the community co-ordinator to attend groups/ events/some meetings face to face in the Oxfordshire area)



Purpose of the role

- Raise awareness of OxPCF and what we offer, particularly with hard to reach, inequality and digital poverty groups
- Raise awareness of OxPCF in schools and support parent carers to access OxPCF
- Gather a wide range of views to input into Local Area Partnership (LAP) workstreams - with Oxfordshire County Council and Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board)
- ***Please note that this role isn't to advocate for parents or support parents of SEND children, the focus is on proactively gathering feedback from the local community to inform the work of OxPCF and the LAP***

Main tasks

- Make connections and liaise with community groups that support parent carers or children and young people with SEND in Oxfordshire, especially inequality/hard-to-reach/those who find it difficult to engage digitally
- Organise and attend events, groups and meetings (online and face-to-face) to promote the work of OxPCF and parent participation, raising OxPCF's profile and awareness of opportunities available, and recruiting new members
- OxPCF point of contact for SENCOs, to support signposting for parent carers
- Work with the communications lead and forum manager to develop and maintain a mailing list (communications lead responsibility)
- Attend meetings of the Oxfordshire SEND network (termly)
- Develop, maintain and communicate an up-to-date work plan based on the agreed annual plan
- Ensure accurate records are kept, including membership, attendance at events and social media activity, using MS Teams and Mailchimp (supported by the Office Manager)
- Track feedback and key themes from community engagement on a weekly basis, supporting the production of our weekly updates to our network, a 6-monthly feedback report and an annual equality, diversity and inclusion report
- Carry out any other duties that are within the scope, spirit and purpose of OxPCF



Skills, abilities and personal qualities

Essential

- Previous experience of working in community engagement role
- An understanding of the issues faced by families with SEND
- Strong interpersonal skills – friendly approach, diplomacy, tact, influencing and assertiveness
- Ability to exercise discretion and ensure confidentiality
- Patient and collaborative approach to problem solving
- Ability to work on own initiative, consulting as required
- Excellent written and oral communication skills
- Ability to work flexibly to meet the needs of OxPCF
- Ability to work to deadlines
- Able to plan and prioritise workloads to deliver planned objectives/ outcomes and work on own initiative, consulting as required, and as part of a small team
- Flexible and understanding approach to the capacity of parent carers
- Confidence in the use of the MS Teams including Word, Excel and PowerPoint

Desirable

- Experience working within a charity or parent voice organisation
- Confidence with social media, able to post and share relevant information and respond to messages etc

Practical matters

- Part time position 6 hours per week, 39 weeks per year to be worked flexibly but mainly in term-time
- There is administrative support for this role
- Flexible hours and working days to be agreed with post holder (within school hours, term time)
- Home-based with significant online and in-person meetings within Oxfordshire as required by the role
- You would be a self-employed contractor for OxFSN
- The hourly rate would be £22 per hour (you would be responsible for tax etc)
- Travel costs and expenses will be paid by the Forum as appropriate
- We are looking for someone to start in the role as soon as possible

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. Deadline 3.04.2024