

## THE ROLE

Do you have a passion for reaching out to families to get them involved in an issue? Do you want to help parent carers of children with special educational needs and disabilities (SEND) to get involved in designing, commissioning, delivering and reviewing services that affect them?

Bristol Parent Carers is a local charity that works with parent carers of children and young people (0-25 years) with SEND in Bristol. We aim to ensure that every parent carer in Bristol 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.

We are currently recruiting an Engagement Co-ordinator to organise signposting and engagement activities across the city to build upon the current success of participation from parent carers. In addition, you will be required to recruit members and volunteers to the forum and promoting opportunities to be involved.

We are looking for someone who is: experienced in engaging with users from diverse background, identifying their needs and helping them communicate these to decision makers; able to manage relationships and motivate others; and conversant with a wide range of engagement approaches to involve a diverse range of stakeholders. Naturally, your excellent interpersonal skills will mean you have a good track record working in partnership and collaboration with others.

You will have good IT skills and will be given training in specific tools that we use.

## ABOUT US

We are a non-profit organisation based in Bristol, consisting primarily of volunteer parent carers of children with special educational needs and disabilities (SEND). We have a limited number of paid positions available. As a pan-disability charity, we provide information and support to all families with children ages 0-25, regardless of their child's type of need or diagnosis status.

We work with local SEND services to ensure that the support and services they offer suits the needs of families. By working together, we can help ensure families, children and you people get the right support, at the right time, and in the right way. We aim to empower families by keeping them informed of the full range of local support options available to them, so they can access the resources they need.

As parent carers ourselves, we understand the importance of having a voice. That's why we're dedicated to listening to families and ensuring their thoughts and experiences are taken into consideration.

We believe that a diverse team is a strong team, we foster a welcoming and inclusive atmosphere where all individuals feel valued for their distinctive viewpoints and backgrounds and can contribute to our team in meaningful ways.

We prioritise diversity and believe in a culture rooted in collaboration, growth, and mobility. Building a culture of belonging, where every person is supported to bring their most authentic self to their work.

We particularly welcome applications from Black, Asian and Minority Ethnic candidates and disabled candidates. Appointments will be made on merit.

## **BENEFITS**

- 1) We offer opportunities for flexible working fitting within the school day and around other commitments
- 2) Being part of a friendly team of SEND parents who understand the struggles we all have
- 3) Opportunities for training and development

## **TERMS/CONDITIONS**

**Start Date:** As soon as possible

**Duration of Contract:** Permanent Term Time Only contract (this post is subject to future funding)

**Probationary Period:** Six months.

**Salary:** £13,800 (£15 per hour)

**Hours of Work:** This is a part-time role, 20 hours a week over 4 days during term-time.



**Location:** You will be based from home and at various places in the local community

**Holidays:** Statutory 5.6 weeks annual holiday entitlement including Public/Bank Holidays.

## **INTERVIEW**

**Closing date for applications:** 12 pm on 5<sup>th</sup> June 2023

**Interview date:** 12<sup>th</sup> June 2023

## **HOW TO APPLY**

Please complete the attached application form and return to [claire.scaife@bristolparentcarers.org.uk](mailto:claire.scaife@bristolparentcarers.org.uk)