



JOB DESCRIPTION: Hampshire Parent Carer Forum Manager

<p>General:</p>	<p>Manager of the operations of HPCN including: the management and reporting of funding grants, bidding for funding, responsibility for forum finances, volunteer management, oversight of IT services used in participation, responsibility for all communications to include the website and social media and lead representative of the organisation in stakeholder meetings.</p>
<p>Responsible to:</p>	<p>HPCN Charity Trustee Board</p>
<p>Hours:</p>	<p>25 hours per week. This is primarily a home based role with travel required throughout Hampshire. Hours may be worked flexibly but will ideally cover 5 days per week term time. Some evening or weekend work may be required.</p>
<p>Purpose:</p>	<p>To manage and operate an independent parent led group, run by parent carer volunteers, to ensure that the families and carers of children and young people with disabilities or additional needs can participate fully in the development of services. The Parent Carer Forum Manager will lead the engagement of parent carers and the formation of a steering group to take this work forward.</p>
<p>Tasks:</p>	<p>You will be required to undertake the following:</p> <ul style="list-style-type: none"> • Management experience to independently run the day-to-day operations including full responsibility for financial and operational management. To include the requirements of running a charity in regard to governance and charity law, reporting to Trustees and liaising/reporting to Grant Providers. • Experience of working as an advocate and representative of the views of others in both informal and formal situations. This includes an understanding of the context of decision making and the scenario in which participation is requested. This will involve a clear and defined process for gaining extensive parent/carer input, seeking clarification and support to consolidate views and reporting back in a positive way to show the impact of the parent/carer involvement. • Experience of working with marketing channels including website, social media, survey tools, broadcasters and the printed page. An ability to manage feedback, including damage limitation, and to maintain an active presence in all areas which promotes a growth in membership. • Lead a team of volunteers to support in the area of parental representation leading local groups of parent/carers, to provide engaging reasons for

	<p>participating and to ensure a feedback on key issues for participation at a higher level with key stakeholders.</p> <ul style="list-style-type: none"> • Lead a team of volunteers to support in the representation of the parent/carer voice on work streams and at meetings as we engage with our Local Authority and Health Services to ensure they are informed of the opinions and issues which parent/carers face on a daily basis. This must be done whilst ensuring that HPCN remains an independent voice. • Liaise and participate in Regional and National events in regards to the wider Parent Carer Forum world, including building a peer group network to ensure that HPCN remains relevant and is at the forefront of best practice.
<p>Experience:</p>	<ul style="list-style-type: none"> • Proven experience of running a small business or activity with responsibility for finances, budgeting, management reporting, communications and people management/coordination. • Previous experience or understanding of working in a registered charity is desirable. • Experience of networking and engaging with families with children with disabilities in a paid, social or voluntary capacity. • Experience of engaging with a variety of different agencies to represent views. • Group work facilitation experience and of leading and chairing meetings with parents and/or professionals. • Local knowledge of a range of services in the community that support families with disabled children • Understanding and experience of co-production and parent carer participation • Previous demonstrable experience of co-ordinating volunteers and an understanding of the processes and requirements associated with this.
<p>Skills:</p>	<ul style="list-style-type: none"> • High level ability to communicate effectively in a professional manner with both parents and professionals both written and oral. • Presentation, active listening and networking skills. • Good report writing skills and the ability to write and complete funding applications. • Advocacy skills in representing the voice of others in a positive manner • Influencing and negotiating skills

	<ul style="list-style-type: none"> • Ability to work independently under pressure, prioritise and organise work and adapt to changing priorities • Ability to think creatively and to problem solve to improve work processes and impact on the outcomes achievable • Confidence with IT systems Microsoft Office, FAME, websites, social media and email
Conditions & Annual Leave:	<p>25 hours per week on an annual contract across 52 weeks of the year.</p> <p>All staff undergo annual appraisal. 25 days annual leave per annum.</p>
DBS Check:	<p>This post will be subject to an Enhanced Disclosure by the Disclosure & Barring Service and the successful receipt of two suitable references.</p>
Closing Date:	24th May 2019
Interview Date:	To be confirmed