



**HAMPSHIRE
PARENT CARER**

NETWORK

enabling voices to be heard

Job Title: Bridging The Gap: BTG- Coordinator

Organisation: Hampshire Parent Carer Network (HPCN)

Purpose: The BTG Coordinator supports parents and carers of young people aged 14-25 undergoing mental health transitions. This role serves as the main liaison and organiser for the BTG project in Hampshire, focusing on mapping available support and services, and delivering tailored workshops and sessions that include peer-to-peer support.

Job Type:

- Part-time, 20-25 hours per week, Term Time only (39 weeks)
- One-year fixed-term contract with the possibility of becoming permanent
- Primarily home-based with flexible working hours and required travel throughout Hampshire.

Pay:

- Competitive salary, £29,250 pro rata
- Rolled up holiday pay (13 school holiday weeks off)
- Paid across all 12 months
- Pension provided

Working Conditions:

- This is a remote work position, requiring a suitable home office setup and reliable internet connection.
- This position may require occasional evening or weekend work to accommodate meetings and events.
- Travel within Hampshire will be necessary to attend meetings and engage with partners.
- Part-time, term-time (39 weeks) with flexible working hours.
- This is a one year fixed contract with the program.
- Potential to work with vulnerable people, as such a DBS check will be required.

Key Responsibilities:

- Act as the main point of contact for parents & carers seeking support, guidance, and information on mental health transitions.
- Coordinate and promote the project within schools, support groups, and community

platforms using social media and other on and offline tools.

- Map out support and services available for young people and their carers during mental health transitions.
- Organise and facilitate both in-person and virtual workshops, incorporating peer-to-peer support elements, and finding and inviting relevant speakers to inform and support parent carers.
- Gather views of parents and carers for work-streams that the forum is working on with local authorities.
- Report to the steering group monthly and is directly managed by one of the directors.
- Maintain financial oversight, adhering to budgets and financial guidelines.
- Collaborate with partners to ensure alignment with project goals.
- Track and report on project outcomes for transparency and accountability.
- Organise sessions which may require evening work.
- Travel for meetings and events will be reimbursed at the HMRC rate of 45p per mile.
- Undertake additional duties as necessary within the forum's scope and objectives.

Qualifications and Skills:

- Experience in project coordination within community or social support programs.
- Knowledgeable about the resources and services available for mental health support.
- Skilled in organising workshops and engaging speakers.
- Proficient in the use of social media and online tools for promotion and engagement.
- Strong organisational, time management, and interpersonal communication abilities.
- Empathetic understanding of the challenges faced by parent carers.

Company Information:

Hampshire Parent Carer Network (HPCN) is the formal parent carer forum for Hampshire. HPCN receives funding from the Department of Education, Hampshire County Council, and Hampshire ICB.

Diversity and Inclusion:

Hampshire Parent Carer Network is a disability-positive employer and welcomes applications from everyone. We are committed to creating an inclusive environment for all employees and encourage applications from individuals of all backgrounds and experiences.

Application Process:

To apply, please submit your CV and a cover letter detailing your relevant experience and why you are interested in this role.

Applications should be sent to Participation@hpcn.org.uk .

The deadline for applications is: **28th June 2024**

A Disclosure and Baring (DBS) check