



**HAMPSHIRE  
PARENT CARER**  
**NETWORK**  
enabling voices to be heard

**Job Title:** Future In Mind (FIM) - Coordinator

**Organisation:** Hampshire Parent Carer Network (HPCN)

**Purpose:** The FIM Coordinator primarily focuses on supporting parent carers of individuals awaiting diagnosis or clinical help from CAMHS. This role involves coordinating resources, professionals, and information to assist parent carers effectively, including attending PACE (Parent and Carer Event Days).

**Job Type:**

- Part-time, 20 hours per week, Term Time only (39 weeks)
- Permanent position
- Primarily home-based with flexible working hours and required travel throughout Hampshire.

**Pay:**

- Competitive salary £27,300 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 permanent position
- Potential to work with vulnerable people, as such a DBS check will be required.

**Key Responsibilities:**

- Serve as the main contact for the program for parent carers seeking guidance and support from CAMHS.
- Collaborate closely with CAMHS professionals and other healthcare providers to support parent carers.
- Organise workshops and sessions primarily utilising CAMHS professionals, while also seeking external speakers as needed.
- Promote the project within schools, support groups, and community platforms using social media and on and offline tools.
- Attend and coordinate PACE days in collaboration with CAMHS.
- Gather and relay the views of parents and carers for initiatives being pursued with local authorities.
- Facilitate peer-to-peer support as part of workshops and information sessions.
- Maintain budget adherence and manage financial records.
- Report to the steering group monthly and is directly managed by one of the directors.
- Organise both online and in person sessions which may require evening work.
- Track and report on project impacts, ensuring all goals are met with transparency.
- Travel for meetings and events will be reimbursed at the HMRC rate of 45p per mile.

**Qualifications and Skills:**

- Proven experience in project coordination, especially within healthcare or support settings.
- Familiarity with CAMHS and the mental health services landscape.
- Ability to organise professional events and sessions.
- Proficient in the use of social media and online marketing tools.
- Strong organisational, budget management, and communication skills.
- Capacity to work independently and as part of a team, with a compassionate understanding of the client base.

**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](mailto:Participation@hpcn.org.uk).

The deadline for applications is 28th June 2024

A Disclosure and Baring (DBS) check