

Dear applicant,

Thank you for your interest in the role of Manager for Portsmouth Parent Voice. We are looking for an individual seeking a new and exciting challenge to continue to develop our engagement and support of parent carers of children and young people with Special Educational Needs and Disabilities (SEND) aged 0 to 25.

You will have some experience of engagement or development work, and an understanding of disability, additional needs and SEN support. A working knowledge of the SEND code of practice is desirable but training will be given. You need an understanding of the barriers that parent carers face and knowledge of the various services available for children and young people with additional needs in Portsmouth

Portsmouth Disability Forum (PDF) is part of the voluntary sector, a registered charity overseeing the work of Portsmouth Parent Voice, PPV (parent carer forum part of the National Network of Parent Carer Forums, NNPCF).

We have a close working relationship with voluntary and statutory agencies and benefit from a wealth of knowledge under one roof.

The main aim of PPV is the engagement and participation of parent carers of children and young people with special needs and disabilities, aged 0-25. Our activities include training, consultation and strategic work. Our ethos is to ensure that parent carers voice their concerns and issues; work in co-production with our local partners to address those issues and are represented at strategic meetings to ensure that the parent carers’ perspective is taken into account when important decisions are made.

The successful candidate must be committed to user involvement, empowerment and have excellent communication skills.

Portsmouth Parent Voice work with many partner organisations including Portsmouth City Council. You will be liaising and co-working with the Local Authority Local Offer and Participation Officer.

You must have excellent ICT skills and experience of using computerised systems and a wide range of software packages such as Excel, Word, Power Point and Outlook.

Any appointment made to this role will be subject to a DBS check.

For more information, please contact [ppvcoordinator@p-d-f.org.uk](mailto:ppvcoordinator@p-d-f.org.uk) or call 07712 439 159