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**Job Title:** Portsmouth Parent Voice Manager

**Based at** Portsmouth Disability Forum, the Frank Sorrell Centre, Southsea,

PO4 9HR

**Contract**: Funded for 18 months initially

**Salary**: £11.88 per hour (£22,911, Full-Time Equivalent) plus expenses

**Hours**: 875 equates to 22 hours per week. This is an annualised hours contract working mainly during term time (39 weeks). Working flexibly in response to demands of the role with occasional weekend and evening working**Accountable to:** The Children and Young People’s Services Manager

**Job Purpose**

To ensure the provision of a Parent Carer Forum is fulfilled working with the PPV admin support assistant and to deliver the contract’s Key Performance Indicators (KPI’s)

**Job description**

* Organising and delivering parent engagement activities and event such as a monthly drop in/coffee morning and events.
* Supporting and empowering Portsmouth Parent Carers through engagement and participation
* Supporting parents to effectively articulate their own views directly
* Gathering views of parents and issues and concerns relating to their own, and their families support needs, in relation to the policy and practice of services for disabled children/young people
* Ensuring those views are fed into PPV and other key agencies when required
* Managing a number of volunteer Parent Representatives

Provide regular reports on work to meet the contract KPI’s

* When possible, attend regional and national strategic meetings with the Peer Network and National Network of Parent Carer Forums as well as the annual national conference
* Liaising and co working with the Local Authority Local Offer and Participation Officer
* Promotion of consultations, training and events
* Creative engagement with families in unrepresented ethnic groups and postcodes
* Networking with other development agencies, parent carer groups, the voluntary sector and statutory organisations
* Maintain the membership, capacity and reach of PPV – especially from under represented areas

**General**

* Administration, publicity and promotion
* Work with the Admin assistant in managing social media and website
* Maintaining appropriate and proportionate project records
* Develop good working relationships with public, statutory and voluntary sector colleagues
* Managing budgets, grant applications and funding

These activities and duties are conducted with parent carers and their families to ensure they remain at the heart of the SEN agenda and to ensure that their voices are represented at each and every level of decision making process either in an individual or strategic capacity.

**Closing date**: 22nd March 12noon.

**Interview date**:

Informal lunch with parent carers for short listed candidates on Tuesday 26th March 2019, 1pm-2pm followed by formal interviews on Wednesday 27th March at the Frank Sorrell Centre.

**Start date**: April 2019 or as soon as possible

The client requests no contact from agencies or media sales.

**To Apply**: You can view the role description, person specification via our website <http://www.portsmouthparentvoice.org/news/vacancy-portsmouth-parent-voice-manager/>

You can request an application pack from Portsmouth Disability Forum by emailing:

contact@p-d-f.org.uk

**Return your completed application to** contact@p-d-f.org.uk

For more information, please contact ppvcoordinator@p-d-f.org.uk or call 07712 439 159