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| **Job Title:** | Parent Carer Representative | **Job Code:** | SPCF- PR |
| **Department:** | SPCF | **Travel required:** | Yes (expenses paid) |
| **Level/salary:** | Expenses covered | **Position Type:** | Flexible hours |
| **HR Contact:** | Amy Kendall | **Date Posted:** | 23 March 2023 |
| **Parent Carer Representative Purpose** | | | |
| Parent Carer Representatives play a vital role in the work of Southampton Parent Carer Forum by promoting the voice and lived experiences of families in Southampton. They develop positive and constructive working relationships (with other parents and professionals) to find solutions to improve support and services.  The Parent Carer Representatives role is to represent the wider parent voice in all its complexity. Parent Carer Representatives are objective and focus on the collective view of parents, putting their own personal circumstances or situation to one side. | | | |
| **Reports to** | | | |
| Parent Carer Representatives report to the steering group. Each representative will be offered an induction and ongoing support. | | | |
| **Main Tasks, Duties and Responsibilites** | | | |
| The role of a Parent Carer Representative can be varied so flexibility is essential. The following represents the range of tasks, duties and responsibilities you may undertake within this role.   * Promote the involvement of parent carers and champion parent voice * Attend meetings with service providers to share the experience collected * Work on projects to shape resources including training modules, leaflets, websites * Work on service redesign projects to ensure they meet local needs based on feedback * Contribute to the collection of feedback and experiences of families. * Work as part of the team to organise and run events and training. * Completing a report for each meeting, workstream or event attended | | | |
| **Additional opportunities** | | | |
| Parent Carer Representatives are often given the opportunity to get involved in specific project work. These projects are allocated on a case-by-case basis by the steering group. | | | |
| **Training requirements** | | | |
| All Parent Carer Representatives will undertake an induction programme. This will be scheduled around the individuals’ circumstances. The induction will include but not be limited to:   * Understanding Co-production * Role of a forum and parent rep including how to contribute effectively to strategic work * Forum governance and policies * Safeguarding policy * Basic understanding of SEND and SEND law | | | |
| **Other relevant information** | | | |
| * Hours are arranged with each individual Parent Carer Representative to fit around their personal circumstances. We cannot guarantee a fixed number of hours. * All parent reps are expected to complete a brief report/feedback form (help is available to do this). * Depending on work undertaken a DBS may be required (SPCF will cover the costs of this) * SPCF work on a blended approach of online and face to face meetings. Travel maybe be required to venues throughout Southampton. * All Parent Carer Representatives will need to abide by the forums policies and sign the code of conduct. | | | |