

Volunteer Role: OxPCF Parent Representative

Summary

<p>Role Purpose:</p>	<p>To promote the voices and experiences of families, by building positive relationships with parents and professionals to improve support and services. The role is to represent the collective parent voice objectively, setting aside personal circumstances to focus on broader needs.</p>
<p>Key Responsibilities:</p>	<ul style="list-style-type: none"> • Attending Meetings: Share collected feedback and represent the wider parent voice in meetings with service providers. • Collecting Feedback: Help gather and contribute to the collection of feedback and experiences from families. • Project Participation: Work on projects and work streams to provide feedback and shape resources and documentation. • Promoting Involvement: Encourage parent carer participation and champion the parent voice. • Building Relationships: Develop positive and constructive relationships with the SEND community, including parent carers and professionals. • Reporting: Provide brief summary reports for each meeting and work stream attended. • Supporting OxPCF: Support the aims of OxPCF.

Essential Requirements:

- **Lived Experience:** Being a parent carer of a child or young person with Special Educational Needs and/or Disabilities (SEND) accessing services/provision in Oxfordshire.
- **Good Listening Skills:** Effectively hearing and understanding the concerns and feedback from others.
- **Confidentiality:** Maintaining the privacy of shared information.
- **Relationship Building:** Quickly establishing positive relationships with professionals and parent carers.
- **Objectivity:** Focusing on the collective view of parent carers, not personal circumstances.
- **Collaboration:** Willingness to work with others in a solution-focused manner.
- **Teamwork:** Ability to work as part of a team.
- **Commitment** to attending local meetings (virtual and/or in-person if possible; reasonable expenses reimbursed)

Desirable:

- **Experience** in high-level meetings (e.g., trustee or governor meetings)
- **Knowledge** of SEND requirements and law
- **Ability** to independently gather and share parent carer views on local SEND issues with OxPCF
- **Skilled** in networking and developing positive partnerships
- **Well-developed** interpersonal skills with an ability to communicate effectively with professionals, colleagues, and parent carers
- **Ability** to motivate and inspire families

Other Volunteering Options

Consultation Group: A team of parent carers to review documents, policies, and processes regarding SEND services in Oxfordshire.

Focus Group Participants: Provide valuable insights and feedback on SEND services/provision in Oxfordshire on a variety of topics/services

Peer Support Group Moderators: for our Facebook group: Oxfordshire SEND Room: <https://www.facebook.com/groups/oxsendroom>

Administrative Volunteer Roles: within OxPCF, e.g. admin, database management, graphic design, etc.

Recruitment Process

If you are interested in volunteering for one of the roles, please fill in this form:

<https://forms.office.com/e/sm16nBaMD6>

We'll review all submissions and follow up with more details and next steps in due course.

If you are successful and agree to join us as a volunteer OxPCF will:

<input type="checkbox"/>	Support you in your role
<input type="checkbox"/>	Identify a specific role for you that fits with your interests and level of experience
<input type="checkbox"/>	Hours arranged with each individual parent carer representative to fit around their personal circumstances
<input type="checkbox"/>	Offer you an initial induction and further training as appropriate
<input type="checkbox"/>	Partner you with an existing volunteer while you gain and knowledge
<input type="checkbox"/>	Provide you with up to date information and resources about local SEND feedback, experiences and issues to inform your representative role
<input type="checkbox"/>	Share with you our forum policies and code of conduct and ask you to abide by these
<input type="checkbox"/>	We will cover out of pocket expenses such as travel/parking for face to face meetings. For some of our meetings and projects, there is the possibility to receive a small payment for your time. If you qualify for this payment and choose to accept it, then you are fully responsible for the impact of any such payment upon your personal financial situation and benefits.

Further Information

Please do feel free to get in touch with us if you have any queries **or** if you feel this particular role is not for you but would still be interested in volunteering for OxPCF - there are plenty of opportunities to support the work we are doing

Contact (who are the national delivery partner supporting parent carer forums in England) have created some useful resources around being a parent carer representative. Click on the links below to find out more:

- https://contact.org.uk/help-for-families/parent-carer-participation/what-is-parent-carer-participation/?utm_source=canva&utm_medium=iframe
- https://youtu.be/tXkS4OlbnlY?si=qaPCm_3tLJqxx1T7
- <https://youtu.be/vcfmJHiGoKw?si=xHfO8rDRYQRr6Va9>