



Oxfordshire Parent Carers Forum seeks a SEND Network Coordinator

Oxfordshire Parent Carers Forum (OxPCF) is an independent group led by parent carers. We aim to enable the voices of parent carers of children and young people with SEND (Special Educational Needs and Disabilities) across Oxfordshire to be heard in service planning and development. The forum is committed to making parent carer participation an integral part of service and information development and provision in Oxfordshire, with the aim of creating better outcomes for children and young people with SEND and their families.

We are members of NNPCF (National Network of Parent Carer Forums), which is supported by the organisation Contact.

OxPCF is funded through a Department for Education grant to support the Parent Carer Forum and also receives funding from the Local Area Partnership and Oxfordshire Community Fund. OxPCF is run by parent carer volunteers to ensure that parent carers of children and young people with disabilities and additional needs can participate in shaping services and provision within Oxfordshire.

OxPCF is supported by OxFSN (Oxfordshire Family Support Network), a local charity providing information, advice, and support to families of children and young people with learning disabilities. You will be a self-employed contractor with OxFSN, which will provide HR support. You will work to the OxPCF Chair.

- **Hours:** 3 hours per week during term time (39 weeks a year), with some flexibility.
- **Rate:** £22.75 per hour
- **Location:** Oxfordshire, home-based with both online and in-person meetings as required.

Purpose of the Role

The **SEND Network Coordinator** will be responsible for developing and managing the Oxfordshire SEND Partnership Network – a professional network for SEND professionals, organisations, and support groups to collaborate, share insights, and provide feedback on key themes affecting SEND services. The role involves facilitating engagement, ensuring effective communication, and enabling collaboration across professionals to drive positive change in SEND services across Oxfordshire.

Main Tasks

1. Oxfordshire SEND Partnership Network (for SEND Professionals & Organisations)

- Support the Forum Chair in developing and running the Oxfordshire SEND Partnership Network.
- Organise and facilitate termly meetings for SEND professionals, organisations, and support groups to:
 - Share Local Area Partnership News
 - Organise and facilitate guest speakers on a variety of SEND topics
 - Discuss emerging issues and challenges in SEND services
 - Record key themes on the OxPCF themes tracker to help inform service improvements and decision-making
- Act as a point of contact for SEND professionals and organisations, ensuring they are engaged with network activities.
- Maintain and moderate the SEND Partnership Network's private communication channels (e.g., private Facebook group, emails).
- Ensure professionals within the network are aware of and can access/share upcoming collaboration opportunities.
- Support the sharing of relevant insights and best practices across the network to improve SEND services and partnerships.

2. Communication, Reporting & Administration

- Manage and develop communications for the SEND Partnership Network.
- Ensure clear, consistent, and accessible information sharing across the network.
- Produce reports and engagement updates, summarising key discussions and feedback from meetings.
- Support data collection to track impact and engagement levels within the network.
- Work collaboratively with OxPCF and the Local Area Partnership to identify key themes, gaps, and areas for improvement based on network discussions.

Skills and Abilities

- Excellent organisational skills, with the ability to coordinate engagement across a professional network.
- Strong communication and facilitation skills, able to engage professionals and organisations effectively.
- Confident in moderating discussions, ensuring all voices are heard in a respectful and constructive manner.
- Strong relationship-building skills, ensuring effective engagement with professionals and organisations.
- Ability to manage social media and online platforms to encourage a positive and collaborative community.
- Ability to handle sensitive information appropriately and maintain confidentiality where required.

Summary of Key Areas of Responsibility

Area	Primary Focus
SEND Partnership Network	Professionals, organisations, and support groups
Facilitation	Organising and attending meetings, moderating discussions
Communication	Managing information flow between professionals and the Local Area Partnership
Administration	Reporting and tracking engagement

If you are interested in applying for this role, please email your CV to info@oxpcf.org.uk with a covering letter telling us about your skills and experience (either paid or voluntary) that are relevant to this position.

Deadline for applications: 3rd March