



Oxfordshire Parent Carers Forum seeks a SEND Connect Coordinator

Hours: 6 hours per week during term time (39 weeks a year), worked flexibly

Rate: £22.75 per hour

Location: Oxfordshire, home-based with both online and in-person meetings as required

About Us

Oxfordshire Parent Carers Forum (OxPCF) is an independent group led by parent carers. We aim to ensure that the voices of parent carers of children and young people with **Special Educational Needs and Disabilities (SEND)** in Oxfordshire are heard in **service planning and development**. Our focus is on **providing trusted information, advocating for parent carers collectively, and working to improve services**.

OxPCF is funded through a **Department for Education grant**, as well as funding from the **Local Area Partnership**. The forum is run by **parent carer volunteers**, with support from **OxFSN (Oxfordshire Family Support Network)**, a local charity providing information, advice, and support to families of children and young people with disabilities.

You will be a **self-employed contractor** with **OxFSN**, which will provide HR support. You will report to the **OxPCF Co-Chair**.

Purpose of the Role

The **SEND Connect Coordinator** will be responsible for facilitating:

- ✓ **Six in-person parent carer events per half term** across six key locations in Oxfordshire (both daytime and evening).
- ✓ **Two online events per term** (one daytime and one evening session) to ensure accessibility.

These events will:

- ✓ **Promote the work of OxPCF** and encourage parent carer participation.
- ✓ **Raise awareness** of SEND services, resources, and support opportunities.
- ✓ **Increase engagement** with parent carers, particularly in **hard-to-reach communities**.
- ✓ **Facilitate peer support**, enabling parents to share experiences and support each other.
- ✓ **Recruit new members**, ensuring diverse representation in parent voice initiatives.
- ✓ **Provide flexible engagement options** through a mixture of daytime, evening and online sessions.
- ✓ **Organise guest speakers and relevant topics**, ensuring representation from **Local Area Partnership officers and other key professionals**.

Key Objectives

- Strengthen **community engagement** by creating **welcoming, inclusive** events.
- Develop and maintain **strong relationships** with parent carers and local organisations.
- Gather **valuable feedback** from parent carers to inform OxPCF's work.
- Work closely with the **OxPCF team** to align event themes with **current priorities**.
- Collaborate with the **Community Coordinator** to **enhance targeted engagement efforts**.

Main Responsibilities

1. Organising and Facilitating Parent Carer Events

- **Plan, coordinate, and host six in-person events per half term** across Oxfordshire (both daytime and evening).
- **Host two online events per term** (one daytime and one evening).
- Ensure all events are **accessible, welcoming, and inclusive**.
- **Organise guest speakers** and ensure representation from **Local Area Partnership officers and key stakeholders**.
- **Promote events** via social media, newsletters, and community networks with support of our Marketing and Communications Lead
- Work with **local venues and community groups** to ensure smooth logistics.
- Prepare and distribute **event materials** (leaflets, feedback forms).
- **Encourage peer support**, enabling parents to connect and support each other.

2. Community Engagement and Outreach

- Build relationships with **local community groups, schools, and organisations** to increase participation.
- **Work closely with the Community Coordinator** to develop outreach strategies.
- **Gather and track parent feedback**, identifying key themes and concerns to feed into our themes tracker.
- **Provide regular feedback** to OxPCF summarising event discussions and outcomes.

3. Communications and Promotion

- Work with the **Marketing and Communications Lead** to promote events.
- Contribute to **OxPCF's social media, newsletters, and website updates**.
- Share **key insights and trends** from events with the wider OxPCF team.

4. Strategic Planning and Collaboration

- **Attend PCF Management Group meetings** to provide updates.
- **Develop and maintain an up-to-date work plan** aligned with the **OxPCF annual plan**.
- **Carry out any other duties** within the scope and purpose of OxPCF.

Skills and Experience

Essential:

- ✓ **Experience in event planning, facilitation, or community engagement.**
- ✓ **Confidence in hosting and moderating discussions**, ensuring all voices are heard.
- ✓ **Strong interpersonal skills**, able to **build relationships** with diverse parent carers.
- ✓ **Excellent communication and organisational skills.**
- ✓ **Understanding of SEND and the challenges faced by families.**
- ✓ **Ability to work independently and flexibly**, consulting when needed.
- ✓ **Competence in using MS Teams** for online sessions.

Desirable:

- + **Experience working in a charity, education, or parent voice organisation.**
- + **Community outreach and stakeholder engagement experience.**
- + **Ability to record and analyse feedback for reporting.**

Practical Information

- ✓ **Self-employed contract** (you will be responsible for your own tax and NI).
- ✓ **Travel expenses covered** where required.
- ✓ **Flexible working** (home-based, with regular in-person events).
- ✓ **Start date:** As soon as possible.

How to Apply

To apply, send your **CV and a short cover letter** detailing your relevant skills and experience to info@oxpcf.org.uk

Deadline for applications: 3rd March