

<b>JOB DESCRIPTION</b>	
Job Title:	<b>EYPCF Participation Co-ordinator</b>
Category of Staff:	<b>Employee, Fixed Term</b>
Location:	<b>EYPCF Office, Beverley</b>
Hours of Work	<b>Part Time 30 hrs pw</b>
Salary (part time)	<b>£13.50 per hour</b>
Reporting to	<ul style="list-style-type: none"> <li>• EYPCF Office Administrator</li> <li>• EYPCF Trustees</li> </ul>
1. Overall purpose of the job and its primary objectives	<p>To enable the Trustees and members of the EYPCF Steering Group to represent the views and experiences of parents and carers and work in co-production with the Local Authority, Health, Social Care and the voluntary sector. The Participation Coordinator will:</p> <ul style="list-style-type: none"> <li>• Ensure that parents and carers have knowledge and information of the SEND processes to enable them to participate fully in the SEND system.</li> <li>• Increase EYPCF membership and widen the representation of parents/carers across the East Riding of Yorkshire.</li> <li>• Gather information from parents and carers on their experiences of education health, social care services and the Voluntary Sector</li> <li>• Support parents and carers to be involved in strategic Local Authority, Health, and Social Care workstream meetings.</li> <li>• Have responsibility for the feedback of information to parents and carers on the outcomes of strategic Local Authority and Health and Social Care workstream meetings.</li> <li>• Organise a programme of events planned by the EYPCF Steering Group.</li> <li>• Act as a point of contact between the Steering Group, members of the EYPCF, the wider public, the Local Authority, Health and Social Care and the Voluntary Sector.</li> </ul>
2. Key Relationships	<ul style="list-style-type: none"> <li>• Trustees</li> <li>• EYPCF Steering Group</li> <li>• Office Administrator</li> <li>• Parents and carers of children with SEND living in the East Riding of Yorkshire</li> <li>• The Local Authority, Health, Social Care and the Voluntary Sector</li> <li>• Regional and national parent carer forums</li> </ul>
3. Key Responsibilities and Duties	<ul style="list-style-type: none"> <li>• To attend EYPCF Steering Group meetings and to work in partnership with the EYPCF steering group</li> <li>• To be a telephone point of contact for EYPCF in conjunction with the Office Administrator</li> </ul>

	<ul style="list-style-type: none"> <li>• To maintain a current membership list and database</li> <li>• To develop parent and carer participation across the East Riding through arranging a programme of events across the region, engaging with 'hard to reach' groups to increase awareness of support and services available. Events may be outside of normal office hours in order to reach the widest audience.</li> <li>• To develop and maintain contacts with groups who support families caring for children and young people with SEND and to ensure that these groups are represented.</li> <li>• To be responsible for collecting, collating feedback. and providing the information on emerging themes to EYPCF Steering Group, including unmet needs of parents and carers relating to services and/or support.</li> <li>• To be aware of, and keep up to date with, current legislation relevant to children and young people with SEND and their families.</li> <li>• To keep up to date with relevant participation and training opportunities</li> <li>• To manage volunteer enrolment process.</li> <li>• To research and prepare a business case for securing ongoing funding for the post and Charitable grant funding.</li> </ul>
4. Working Context	<ul style="list-style-type: none"> <li>• To work as a team member of EYPCF Steering Group and its Office Administrator</li> <li>• To travel on a regular basis across the East Riding, to engage with parents/carers support groups and also with individual isolated, families.</li> <li>• To liaise with relevant practitioners, voluntary sector, and external agencies.</li> <li>• To work within EYPCF policies including safeguarding, equality and diversity, health and safety, confidentiality, and GDPR</li> </ul>