

Sandwell Parents for Disabled Children Job Description

JOB TITLE:	Parent Carer Engagement and Support Co-ordinator
JOB LOCATION:	Sandwell Parents for Disabled Children office / various locations for activities and events
ACCOUNTABLE TO:	SPDC Manager

CONTACTS:	Parent carers and their families, sessional staff, volunteers, trustees, Local Authority departments, Sandwell Children's Trust, health agencies, other voluntary organisations, schools, funding agencies.
WORKING HOURS:	16 hours per week – flexible working times, including some evening and/or weekend work
SPECIAL CONDITIONS:	Frequent travel within Sandwell Post funded by Big Lottery Reaching Communities Fund for 3 years from June 2025

JOB PURPOSE

To co-ordinate all aspects of the Parent Carers Together Project funded by the Big Lottery Reaching Communities Fund, ensuring that all project outcomes are achieved. In particular, to co-ordinate a range of opportunities and support mechanisms for parent carers of children and young people with SEND in Sandwell with the aim of increasing their knowledge, skills and confidence in order to help them carry out their caring role.

DUTIES AND RESPONSIBILITIES

- To develop and use a broad range of consultation methods to engage with parent carers to ensure that opportunities provided are based on identified need
- To develop and deliver a comprehensive programme of activities and events for parent carers to access peer support and information sharing opportunities
- To identify training needs of parent carers and source opportunities for training and awareness raising sessions to be delivered
- To identify parent carers in need of additional support and provide one to one assistance to access identified support services

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- To develop and deliver a range of opportunities for parent carers that will raise self-esteem and confidence
- To develop a range of volunteering opportunities for parent carers both within SPDC and other agencies, and to support parent carers in their volunteer placements
- To support SPDC's parent led groups, including the Events and Fundraising Groups, and work with them to develop their work
- To develop and maintain a comprehensive information resource for parent carers and to ensure that parent carers are proactively signposted and engaged with appropriate services
- To develop effective partnerships with a range of relevant professionals and organisations and to work collaboratively with them to develop opportunities for parent carers and their families
- To attend relevant strategic meetings, as directed by SPDC's Manager, to develop effective communication between parent carers and strategic groups, and to ensure that the voice of parent carers is heard
- To effectively promote all activities and opportunities by producing regular newsletters and mailings and support with internal documents such as the Annual Report
- To develop and maintain effective booking systems for activities
- To attend activities and events in order to support parent carers and to monitor the effectiveness and quality of the service(s) provided
- To ensure that services provided or commissioned by SPDC are monitored and evaluated regularly and effectively, and to assist the Manager with the necessary reports and returns to funders, and in particular to develop a bespoke outcomes monitoring tool specifically for the Parent Carers Together Project
- To assist the Manager with the identification of funding opportunities to develop services for parent carers, and assist with the preparation and submission of funding bids
- To work at all times with due regard to the safeguarding of parent carers, children and young people
- To work at all times with due regard to Health and Safety
- To demonstrate a clear commitment to working within SPDC's Equal Opportunities and other policies
- To complete SPDC's mandatory training requirements
- To continuously refresh knowledge in relation to the job
- To carry out such other duties as may be required, commensurate with the post of Parent Carer Engagement Co-ordinator