

**Sandwell Parents for Disabled Children
Person Specification**

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's Chief Officer

EXPERIENCE:

- Experience of working with parent carers of children and young people with additional needs in a personal, paid or voluntary capacity
- Experience of working with, or caring for, children with additional needs in a personal, paid or voluntary capacity
- Experience of working within both a team and a multi-disciplinary setting in a voluntary organisation or similar
- Experience of preparing and presenting detailed reports

KNOWLEDGE AND SKILLS:

- A good general standard of education, with an emphasis on English and Maths qualifications. Excellent written communication skills.
- Highly developed organisational skills, including managing the organisation and delivery of a wide range of events and activities
- The ability to communicate effectively at all levels, including senior managers, other professionals, parents and children to represent the organisation through effective networking and presentation skills
- Computer skills, including the ability to use MS office software, database and e-mail and produce effective newsletters and mailings
- An understanding of equal opportunities and discrimination issues
- The ability to effectively organise and prioritise his/her own workload and use his/her own initiative.
- The ability to work well under pressure to meet deadlines, and deal effectively with changing and challenging situations and people

QUALITIES:

- Excellent interpersonal skills; the ability to deal in a warm, helpful, friendly and professional way with people from a range of different backgrounds
- Team player, self-motivated and adaptable
- Punctual, reliable and trustworthy
- Friendly, self-confident and enthusiastic
- An innovative and flexible approach to achieving results
- Understanding of confidentiality and sensitivity to issues
- Commitment to enriching the lives of parent carers and their families
- Driving licence and access to a vehicle required to enable independent travel to events and activities
- We are committed to Safeguarding Children and Young People and Adults therefore all post holders are subject to satisfactory enhanced Disclosure and Barring Service check.