



## East Yorkshire Parent Carer Forum (EYPCF) Steering Group Member

### Reporting to:

Steering Group Chairs

### Location:

Home based.

### Role purpose:

To listen, understand and represent our Parent/Carer Forum members, regionally. To develop cohesion, best practice and provide informal support to EYPCF members across the region. Seeking and acknowledging the contribution from those forums and sharing this best practice within, and across regions. Equally, to promote and support the work of the EYPCF through the Forum's vision, mission, and objectives, working collaboratively with colleagues across the region to build positive, constructive working relationships.

### Key Responsibilities

Strategic leadership

Working closely with the management team and other Steering Group colleagues

- Listen to and understand the lived experience of families with children/young people with SEND through/within our Parent Carer Forum
- Translate this understanding into regional policy and positions and priorities in conjunction with other Steering Group members.
- Help shape the vision, mission, objectives, and priorities of the EYPCF and how this translates into the work we do.
- Develop and maintain best practice across the organisation promoting a culture of continuous improvement.
- Provide two-way feedback between the Steering Group and the Forum about regional and national developments and challenges.
- To support and enable the EYPCF to continue to raise its profile and effectiveness in achieving the continuing improvement of policies and services affecting families with SEND.
- Collaborate with colleagues to define and articulate strategies to achieve the vision of the EYPCF.
- Help shape the vision, mission, objectives, and priorities of the EYPCF and how this translates into the work we do.
- Influence stakeholders to achieve results that are in the best interest of the EYPCF.
- Contribute to the delivery of associated performance targets / KPI's.
- Utilise timesheet tools and appropriate file sharing systems to record work schedules, reports of meetings and personal activities on behalf of the EYPCF.
- Working with local forums and regional partners
- Build positive relationships with Parent Carer Forums and other regional stakeholders across the relevant region and acting as a link to promote shared learning and good practice.
- Support opportunities for regional forums to meet termly.
- Distribution via email of communications sent by the EYPCF Communication Group, including alerting members to the Steering Group headlines (on the website) and requests for information.
- Provide regular regional updates which highlight key issues for local areas which could be shared with for example, the Department for Education as well as other regional and national stakeholders, to ensure they remain alert to key issues and concerns.
- Collate regional responses to feedback to the EYPCF to inform a national response to a range of requests including consultation, existing and emerging policy and feeding back resulting outcomes.

### Personal Qualities

- Able to nurture and motivate individuals.

- Is fair, ethical, and considered.
- Is empathetic and sympathetic.
- Shows understanding of supporting individual needs, as well as that of the team as a whole.
- Influential and charismatic
- Able to confidently take and implement decisions.

#### **Experience - Desirable**

- Previous record of successfully managing virtual teams in complex matrix environments
- Experience of developing effective, two-way internal communication structures amongst teams

#### **Knowledge and skills - Essential**

- Must be or have been a parent or carer of a child/young person with SEND.
- Excellent people skills
- Good understanding of the objectives and priorities of the EYPCF
- Good understanding of the EYPCF book of work, stakeholders, and work streams
- Excellent people management skills
- Possesses an exceptional understanding of the needs of our sector and the PCF.
- Effective planning skills
- Ability to work independently and as part of a small team.
- An ability to deliver effective presentations.
- Excellent organisational skills with the ability to manage own workload, work independently and achieve results without close supervision.
- Experience of strategic and operational decision – making
- A commitment to work in accordance with the principles of equality and diversity.
- A flexible approach and willingness to learn and develop.