

PINS Engagement Officer: Person Specification

General:	<p>SEND VOICES Wokingham (SVW) is the Parent Carer Forum for Wokingham Borough. We are a charity which represents parents and carers of children and young people with different types of disability living within Wokingham Borough boundaries.</p> <p>We gather information from parents about the services they are receiving/would like to receive from Social Care, Education Services and the NHS and then meet with the service providers to help shape future provision.</p> <p>Our Mission Statement SEND VOICES Wokingham (Parent Carer Forum) is the independent voice of families, representing their experiences to improve lives.</p>
Reporting to:	Line Manager will be SEND VOICES Wokingham Joint CEOs.
Hours and Salary:	<p>£15.00 per hour. Up to 12 hours per week but may be subject to variation. Some flexibility of hours will be possible.</p> <p>Due to the nature of the PINS project, this role will include organising and attending parent carer groups in schools to coincide with the start or end of the school day. The administrative side of this role is more flexible, to suit parent carers' commitments and responsibilities. There will also be the requirement to host some evening online sessions for working families who cannot attend the in-person day-time sessions.</p> <p>This is a Fixed term contract for up to 12 months ending 31st March 2026 with the possibility of extension to contract subject to annual funding.</p>
Purpose:	<p>To be one of 2 PINS Engagement Officers for PINS engagement in 30 Wokingham Borough primary schools. Each Officer will take the lead for 15 schools and support for the other 15. There will be 1 parent engagement session/school leadership team meeting per term for each of the 30 schools.</p> <ul style="list-style-type: none"> • Organising and promoting the school groups and encouraging participation of parent carers. Ensuring there are opportunities for parent carers unable to attend to provide their feedback. • Facilitate and collect the feedback from parent carers to identify what is going well and areas for improvement. • Write-up and summarise the sessions promptly. • Provide summary feedback and share relevant feedback to the schools and health/education professionals to improve outcomes for pupils. • Work towards establishing school groups so they can become self-supporting on an ongoing basis • To work within agreed policies, procedures and timelines of SEND Voices Wokingham. • Be committed to the aims and beliefs of SEND Voices Wokingham

	<p>Elements of the projects will be shared with, and supported by, other SVW staff members, i.e. the PINS Engagement Officers will not be working alone but as part of a small team. How this works in practice will be determined by the background/skill set of the appointee(s) and the level of hours they are able to commit to working on this project, alongside their caring/other responsibilities. If there is remaining budget, additional hours will be allocated to existing staff to support the project, such as admin and communications support and/or fund parent carer reps to be supporting the work.</p>
Main Tasks:	<p>Co-ordinating partnership</p> <ul style="list-style-type: none"> • To work in partnership with each school and the health and/or education professionals to share information and review work plans. • To ensure parent carer voice is a central part of the work of the project • To promote and run parent carer groups at each of the schools and seek feedback from parent carers unable to attend • To organise evening online sessions to promote engagement with working parent carers • To keep up to date records of the work and the feedback from parent carers. • To liaise with SVW Joint CEOs to connect with wider representation/workstreams <p>Increasing SVW profile, membership and diversity through engagement activities and communication</p> <ul style="list-style-type: none"> • To contribute to wider SVW development by supporting activities which strengthen parent carers' voice • To help raise SVW's profile and awareness of opportunities to be involved as members of SEND Voices Wokingham <p>Other General Responsibilities</p> <ul style="list-style-type: none"> • To ensure compliance with all relevant legal and regulatory requirements and in particular those specified by Health and Safety and the Data Protection Act • To work within the framework of SVW policies and procedures • To demonstrate and promote a commitment to professional development, team working and the principles of equal opportunities • Attend supervision, training and staff meetings as required • Carry out other duties appropriate to the role and responsibilities as may be delegated by SVW.

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Requirement	Essential	Desirable
Qualifications, Knowledge and Experience		
Lived Experience of neurodivergence/health conditions/disabilities - yourself and/or as a parent/carer of a child, young person, or adult, with special educational needs and disabilities (SEND)		D
Experience of promoting and presenting information and ideas to different audiences, including summarising feedback theses accurately and in a timely manner	E	
Sound and demonstrable skills in Microsoft Office packages	E	
Knowledge of Parent Participation and Parent Forums		D
Experience of facilitating groups either as a parent or professional	E	
Experience of developing relationships with a variety of different people	E	
Understanding the needs of disabled children/young adults and their families.		D
Skills and abilities		
Excellent time management and communication (verbal & written) skills	E	
Ability to work independently with minimal supervision, to use own initiative and motivation to plan and organise work, consulting as required, and as part of a small team	E	
Ability to communicate effectively in an approachable, welcoming and professional manner and to process information accurately	E	
Ability to capture, collate and feedback in a timely manner	E	
Able to think creatively and to problem solve.	E	
Ability to work under pressure and adapt to changing priorities.	E	
An awareness of data protection and confidentiality	E	
Ability to work flexibly to include evenings where required		D
Full driving licence, own car and ability to travel to schools in the Wokingham Borough	E	
Professionalism		
To have a welcoming and non-judgemental approach.	E	
To feedback regularly and foster continuous improvement		D
Commitment to aims of SEND VOICES Wokingham and to convey the professionalism and ethos of SEND VOICES Wokingham at all times.	E	

Additional Requirements:

As a PINS representative you will be required to complete the following:

1. DBS Check
2. Adult safeguarding training (online)
3. Child Safeguarding training (online)

These will be paid for by SEND Voices Wokingham on commencement of contract.