

## Membership & Social Media Co-ordinator (short term contract)

SEND Voices Wokingham is the Parent Carer Forum for Wokingham Borough. We are an independent group of predominantly voluntary parent carers of children and young people aged 0-25 representing all types of disability living within Wokingham Borough boundaries. We gather information from parent carers 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.

We are looking for someone to support and develop our Social Media presence, increase and manage our membership, and produce a local information booklet.

The role will be on a self-employed basis, for up to 5 hours a week, predominantly term time, at £12/hour, September 2021 to March 2022 (may be extended depending on funding).

### Membership & Social Media Co-ordinator: Role Description & Person Specification

<b>General:</b>	<p>SEND Voices Wokingham is the Parent Carer Forum for Wokingham Borough. We are an independent group of predominantly voluntary parent carers of children and young people aged 0-25 representing all types of disability living within Wokingham Borough boundaries. We gather information from Wokingham parent carers 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><b>Our Mission Statement</b> SEND Voices Wokingham (Parent Carer Forum) is the independent voice of families, representing their experiences to improve lives.</p>
<b>Responsible to:</b>	<p>SEND Voices Wokingham Steering Committee. Line Manager will be SEND Voices Wokingham Chair/Co Chair. Will work alongside the Participation Coordinator.</p>
<b>Hours and Salary:</b>	<p>£12.00 per hour. Up to 5 hours a week and may be subject to variation. Some flexibility of hours will be possible, mainly working from home or attending occasional meetings. Occasional evenings including committee meetings and weekends will be required. The job is mainly term time, but some hours may be required in the holidays. Fixed term contract from September 2021 to March 2022 on a self-employed basis. There is the possibility of extension to this contract subject to funding.</p>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To increase SEND Voices Wokingham Social Media presence.</li> <li>• To increase SEND Voices Wokingham Membership.</li> <li>• To administer and process our membership, including database management and sending out new member information.</li> <li>• To produce a local area information booklet.</li> </ul>
<b>Main Tasks:</b>	<ul style="list-style-type: none"> <li>• To promote SEND Voices Wokingham via social media platforms.</li> <li>• To update SEND Voices Wokingham's website ensuring it is up to date with the most relevant information and events.</li> <li>• To increase SEND Voices Wokingham's membership across all age ranges and disabilities.</li> </ul>

	<ul style="list-style-type: none"> <li>• To administer all the necessary tasks associated with new memberships, such as maintaining accurate membership database records, sending out new member information and MAX cards. Analysis of membership as required.</li> <li>• To support work on promotional materials, so that they can be used for social media.</li> <li>• To produce a local information booklet.</li> <li>• All areas will require good communication with the committee, families, and external organisations.</li> <li>• To work within agreed policies and procedures of SEND Voices Wokingham.</li> <li>• To have a commitment to the aims and beliefs of SEND Voices Wokingham.</li> <li>• To perform all such additional duties as are reasonably commensurate with the role. as requested by SEND Voices Wokingham Committee</li> </ul>
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## Person Specification

Requirement	Essential	Desirable
<b>Qualifications, Knowledge and Experience</b>		
English GCSE /excellent written English / literacy.	E	
Sound and demonstrable skills in Microsoft Office packages.	E	
Knowledge of Parent Participation and Parent Forums.		D
Experience of participating in groups as a parent or professional.		D
Experience of engaging with a variety of different voluntary and statutory groups.		D
Understanding the needs of disabled children/young adults and their families.		D
<b>Skills and abilities</b>		
Excellent organisational skills	E	
Ability to work independently with minimal supervision, to use own initiative and motivation to plan and organise work effectively.	E	
Ability to communicate effectively in an approachable and professional manner and to process information accurately	E	
Excellent Social Media knowledge & skills	E	
Able to think creatively and to problem solve.	E	
Ability to work well as a team member.	E	
Ability to work under pressure and adapt to changing priorities.	E	
An awareness of data protection issues	E	
Full driving licence and own transport		D
<b>Behaviour</b>		
To have a welcoming and non-judgemental approach.	E	
To work in a confidential manner adhering to all SEND Voices Wokingham policies and any relevant legislation	E	
Commitment to aims of SEND Voices Wokingham and to convey the professionalism and ethos of SEND Voices Wokingham at all times.	E	