



Chair Role

Location: Hackney, London

Role Overview: The Chair of the Parent Carer Forum will lead the steering group, bringing together its members and ensuring all voices are heard and valued. The Chair will ensure that the voices of parents and carers of children and young people with special educational needs and disabilities (SEND) are heard and considered in local decision-making processes. The Chair will work collaboratively with local authorities, education, health, and other service providers to improve services for families in Hackney.

Key Responsibilities

Leadership and Representation:

- Lead the forum in its mission to represent the views and experiences of parent carers.
- Act as the primary spokesperson (where possible) for the forum at meetings with local authorities, service providers, and other stakeholders.
- Ensure the forum's activities align with its objectives and values.

Strategic Planning:

- Develop and implement strategic plans to achieve the forum's goals.
- Work with the steering committee to identify priorities and set objectives.
- Monitor and evaluate the impact of the forum's activities.

Community Engagement:

- Lead on creating and fostering a welcoming and inclusive environment for all parent carers.
- Organise (with support of host organisation) and chair regular meetings and events to gather feedback and share information.
- Encourage active participation from a diverse range of parent carers.

Partnership Building:

- Build and maintain strong relationships with local authorities, education, health, and other service providers.
- Collaborate with other organisations and forums to share best practices and resources.
- Represent the forum at regional and national events.

Governance and Administration:

- Ensure the forum operates in accordance with its constitution and policies.
- Oversee (with support from host organisation) the management of the forum's finances, including budgeting and fundraising.
- Prepare and present reports to the steering group and funders.

Person Specification

Essential:

- Experience of caring for a child or young person with SEND.
- Strong leadership, diplomacy, and organisational skills.
- Excellent communication and interpersonal skills.
- Ability to include, encourage and motivate steering group members to work together as a team.
- Ability to work collaboratively with a wide range of stakeholders.
- Commitment to improving services for families with SEND.

Desirable:

- Experience in a similar role or within a voluntary organisation.
- Knowledge of local services and support available to families with SEND.
- Experience in strategic planning and project management.

Terms:

- **Hours:** 5-8 hours per week on average, with additional time during busy periods.
- **Salary:** Voluntary position (expenses reimbursed).
- **Duration:** The Chair will normally serve an initial term of 4 years in accordance with the HSPCF Constitution and may continue in role in line with constitutional provisions.

Review of Role Description

The Steering Group will periodically review this job description to ensure it remains accurate and reflects the needs of Hackney SEND Parent Carer Forum.