



Steering Group Member Role

Tasks you may be asked to do

- Attend Hackney Parent Carer Forum meetings and other meetings, working groups and consultations on behalf of Hackney SEND Parent Carer Forum.
- Read papers or documents in advance for meetings or consultations.
- Complete the representation feedback form after attending meetings (within 14 days).
- Feedback to the Steering Group regarding work you have carried out on behalf of HSPCF.
- Ensure that the needs of children and young people with SEND are prioritised within the meetings you attend.
- Talk to other parents and carers about their experiences, gather information and feed this back to the HSPCF.
- Talk to parents and carers about the Hackney SEND Parent Carer Forum and the work the forum does.
- Attend training and/or information sessions.
- Contribute to decision making and policy development.
- Adhere to HSPCF Constitution and Code of Conduct.

- To be able to work in partnership with officers and representatives of LBH, Health, Leisure, and Education.
- Be able to be available for a minimum of 3 - 4 hrs per week on average for HSPCF.

Person Specification

- Live in Hackney (or your child uses Hackney services).
- Be a parent or carer to a child / young person with a disability aged 0 – 25.
- To actively listen to the views and experiences of parents and carers.
- Take the general views and experiences of other parents and raise them at meetings and consultations.
- Be willing to participate and prepare for meetings by reading papers, listening, asking questions, and making comments.
- To be able to work collaboratively with other parents, SEND professionals toward meeting the Aims and Objectives of HSPCF.

In return we will offer you

- The opportunity to work in a team of passionate and motivated parents and carers.
- Support and training to develop your skills and knowledge.
- Remuneration for the time you spend undertaking work on behalf of HSPCF, parents and carers of children and young people with SEND.
- The opportunity to create change in your community.
- A reference for future employers.