



Vice-Chair Role

Location: Hackney, London

Role Overview: The Vice Chair of the Hackney SEND Parent Carer Forum will support the Chair in leading the forum and representing the interests of parents and carers of children and young people with special educational needs and disabilities (SEND). The Vice Chair will assist in ensuring that the forum's activities are aligned with its mission and objectives and will step in to lead when the Chair is unavailable.

Key Responsibilities

Support and Collaboration:

- Assist the Chair in leading the forum and representing parent carers.
- Collaborate with the Chair and steering committee to develop and implement strategic plans.
- Support the Chair in preparing for and leading meetings and events.

Leadership and Representation:

- Act as the forum's spokesperson in the Chair's absence.
- Represent the forum at meetings with local authorities, service providers, and other stakeholders.
- Ensure that the forum's activities reflect the needs and views of parent carers.

Community Engagement:

- Help create an inclusive and welcoming environment for all parent carers.
- Encourage active participation from a diverse range of parent carers.
- Assist in organising and chairing meetings and events to gather feedback and share information.

Partnership Building:

- Build and maintain 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 in the Chair's absence.

Governance and Administration:

- Ensure the forum operates in accordance with its constitution and policies.
- Assist in managing the forum's finances, including budgeting and fundraising.
- Prepare and present reports to the steering committee and funders as needed.

Person Specification

Essential:

- Experience of caring for a child or young person with SEND. o 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 Vice-Chair will serve a term of a minimum of 4 years in accordance with the HSPCF Constitution. The term may be renewed or extended as outlined in the Forums governance procedures

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.