**We are**

**Job Description**

**Post:** Local Hub Coordinator – Mole Valley

**Salary Scale:** £12.50/hour, 5 hours/month + 4 hours induction – initially for one year (subject to funding)

**Responsible to:** initially, Chair of Board of Trustees

**Supporting:** FVS School Reps

**Purpose and scope of the job**

Family Voice Surrey champions the needs and rights of SEND families in Surrey: families with children or young adults up to the age of 25 who have special educational needs, chronic illness, including mental health conditions, or disabilities.

Family Voice Surrey, a registered charity, is Surrey’s parent carer forum. We know parent carers are the best people to help identify any problems families experience with getting the right support for their children and to define and shape services to meet needs.

We are recruiting for a Local Hub Coordinator for Mole Valley to help us reach out to more parent carers in this area. This post will:

* represent Family Voice Surrey in Mole Valley, building a network of parents and carers of children and young people with additional needs and/or disabilities through bi-monthly meetings
* build relationships with other organisations in Mole Valley on behalf of Family Voice Surrey, including the emerging Mole Valley early help family hub, special and mainstream schools, children’s centres and local parent carer support groups
* identify and raise issues that parent carers are experiencing with professionals
* Link with and support Family Voice Surrey volunteer school reps in Mole Valley

**Key duties and responsibilities**

1. Run 6 x meetings for parent/carers and professionals per year. The forum meetings will give local SEND (Special Educational Needs and Disabilities) families an opportunity to participate in decision-making, helping to shape the Early Help family hub and other local services.
2. Carry out research with SEND families to find out what would help them to access leisure centres and open spaces in Mole Valley.
3. Working with Surrey CC’s Post—16 team and others, organise a workshop/event for local colleges, SEND families and employers, to promote supported employment opportunities for young people with SEND in Mole Valley.

**Person Specification – Local Hub Coordinator Mole Valley**

As part of your written application you will need to demonstrate and provide evidence of the following criteria in your written application. Please include voluntary, unpaid and paid work.

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|  | **Essential** | **Desirable** |
| **Experience** | | |
| Experience of chairing meetings | 🗸 |  |
| Experience of organising meetings or events | 🗸 |  |
| An understanding of advocacy principles |  | 🗸 |
| Experience of building positive and open working relationships | 🗸 |  |
| Experience of the needs of SEND children and their parents/carers |  | 🗸 |
| Experience of supporting volunteers |  | 🗸 |
| **Skills and Abilities** | | |
| An effective listener with an ability to explain complex issues in an accessible way |  |  |
| Sound analytical skills |  |  |
| Excellent organisational skills and ability to prioritise in a multi-task environment |  |  |
| Self-motivated |  |  |
| IT literate (MS Office, the Internet) |  |  |
| **Knowledge and Qualifications** | | |
| Maths and English GCSE Level or equivalent |  |  |
| Good standard of both written and verbal English |  |  |
| Understanding of the needs of SEND children and adults (including their carers) and how to maximise their independence | ✓ |  |
| Understanding of key legislation and guidance impacting on disabled children and young people | ✓ |  |
| Understanding of SEN support | 🗸 |  |
| **Other requirements** | | |
| Commitment to, and empathy with, the aims and objectives of Family Voice Surrey |  |  |
| Able to work occasional evenings and weekends |  |  |
| Completion of a DBS check |  |  |