



National Network of Parent Carer Forums

'Our Strength is Our Shared Experience'

## Participation Lead (Management Team role)

|                           |   |
|---------------------------|---|
| <b>Reporting to:</b>      | Co-Chairs   |
| <b>Location:</b>          | Home based  |
| <b>Hours:</b>             | Up to 40 days paid per annum to be reviewed each year as part of the budgeting process  |
| <b>Pay:</b>               | £147 per day – pay rates are reviewed and set as a part of the annual budgeting process.  |
| <b>Employment status:</b> | Contractor/Associate appointed by the Co-Chairs and approved by the Steering Group. Note: candidates need not have been previous or current Steering Group members. Attendance at Steering group meetings but may be required. This role does not carry voting rights in Steering Group decisions |

### Role purpose:

Ensuring the vision, mission, objectives and priorities of the NNPCF is fully understood by the National Representative team, that they are fully engaged and feel supported to effectively deliver this agenda; managing and overseeing activities across our various work stream areas and locations. Using their skills and knowledge to evaluate requests for NNPCF attendance at meeting against the priorities of the Organisation

### Key responsibilities

#### Strategic leadership

- Help shape the vision, mission, objectives and priorities of the NNPCF and how this translates into the work we do
- Ensure that the National Representatives team remains a core part of the NNPCF team and provide them with a space in which they can communicate and seek advice.
- Set the longer term strategic aims and objectives for the national rep work

#### Operational management



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- Review the activities and work requests of the NNPCF to ensure that they will deliver our objectives and priorities and prioritise the right work streams (and conversely de-prioritise others) accordingly in conjunction with the NNPCF co-chairs and Contact or subsequent contract holder's administrative support
- Assign an appropriate person to each work stream with the right experience, skills and "seniority" (NNPCF national representative, Steering Group member or Co-chair) using a transparent process
- Ensure good communication (including appropriate reports and information from representative work) between National Representatives, Steering Group members and co-chairs as appropriate (e.g. written reports or briefings at Steering Group Meetings)
- Communication with National Representatives (including helping to organise and facilitate at least one National Representative day each year and share themes and issues identified with the SG, National Representatives and membership)
- Provide a report to the Steering Group and Management Team on National Representative activity and key issues and themes prior to each meeting
- Utilise timesheet tools and appropriate file sharing systems to record work schedules, reports of meetings and personal activities on behalf of the NNPCF

### **Team management**

- Lead and co-ordinate the selection process for NNPCF Steering Group members and National Representatives
- Conduct regular reviews with each national rep to ensure they are engaged and are performing consistently
- Ensure virtual lines of communication are clear, open and transparent
- Ensure National Representatives utilise timesheet tools and appropriate file sharing systems to record work schedules, reports of meetings and personal activities on behalf of the NNPCF
- Resolve any issues concerns quickly and sensitively

### **Additional information**

The above list is indicative only and not exhaustive. This role will be expected to perform all such additional duties as are reasonably commensurate with the role.



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## Participation Lead Person Specification

### Personal qualities

- Able to nurture and motivate individuals
- Is fair, ethical and considered
- Is empathetic and sympathetic
- Shows understanding of supporting individual needs, as well as that of the team as a whole
- Influential and charismatic
- Able to confidently take and implement decisions

### Experience

#### Desirable

- Previous track record of successfully managing virtual teams
- Experience of developing effective, two-way internal communication structures amongst teams

### Knowledge and skills

#### Essential

- Excellent interpersonal skills,
- Good understanding of the objectives and priorities of the NNPCF
- Good understanding of the NNPCF book of work, stakeholders and work streams
- Excellent people management skills (effectively managing the pool of national representatives)
- Possess an excellent understanding of the needs of our sector and the PCFs
- Effective planning and organisational skills
- Ability to work independently and as part of a small team
- An ability to deliver effective presentations
- Excellent organisational skills with the ability to manage own workload, work independently and achieve results without close supervision
- Experience of strategic and operational decision – making
- A commitment to work in accordance with the principles of equality and diversity
- A flexible approach and willingness to learn and develop
- Ability to deliver training and source possible trainers as necessary



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## Terms

Appointment will be for one year, to be reviewed annually with the budget being set each year.

The post will involve lone working and working out of normal office hours. It will also involve some local and national travel and occasional over-night stays.