

Regional Steering Group Member

Reporting to:	Co-Chairs
Location:	Home based
Hours:	Up to 27 days per annum to be reviewed annually as part of the budgeting process
Employment status:	Employee of the NNPCF CIC

Role purpose:

To listen, understand and represent our Parent/Carer Forum members, regionally. To develop cohesion, best practice and provide informal support to NNPCF members across the region. Seeking and acknowledging the contribution from those forums and sharing this best practice within, and across regions. Equally, to promote and support the work of the NNPCF through the Network's vision mission and objectives, working collaboratively with colleagues across the regions to build positive, constructive working relationships.

Key Responsibilities

Strategic leadership

Working closely with the Co-Chairs, Management Team and other Steering Group colleagues,

- Listen to and understand the lived experience of families with children/young people with SEND through/within our Parent Carer Forums
- Translate this understanding into national policy and positions and priorities in conjunction with other Steering Group members
- Help shape the vision, mission, objectives and priorities of the NNPCF and how this translates into the work we do
- Represent these policy positions to influence regional and national stakeholders
- Feedback to regional PCFs on regional and national work
- Develop and maintain best practice across the organisation promoting a culture of continuous improvement
- Provide two-way feedback between the Steering Group and the Forums about regional and national developments and challenges
- To support and enable the NNPCF to continue to raise its profile and effectiveness in achieving the continuing improvement of policies and services affecting families with SEND



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- To represent the NNPCF at national events and on Steering Groups/meetings
- Collaborate with colleagues to define and articulate strategies to achieve the vision of the NNPCF
- Help shape the vision, mission, objectives and priorities of the NNPCF and how this translates into the work we do
- Influence stakeholders to achieve results that are in the best interest of the NNPCF
- Contribute to the delivery of associated performance targets / KPI's.
- Utilise timesheet tools and appropriate file sharing systems to record work schedules, reports of meetings and personal activities on behalf of the NNPCF

Working with local forums and regional partners

- Build positive relationships with Parent Carer Forums and other regional stakeholders across the relevant region and acting as a link to promote shared learning and good practice
- Support opportunities for regional forums to meet termly
- Distribution via email of communications sent by the NNPCF Communication Group, including alerting members to the Steering Group headlines (on the website) and requests for information
- Provide regular regional updates which highlight key issues for local areas which could be shared with for example, the Department for Education as well as other regional and national stakeholders, to ensure they remain alert to key issues and concerns
- Collate regional responses to feedback to the NNPCF to inform a national response to a range of requests including consultation, existing and emerging policy and feeding back resulting outcomes

External stakeholder management

- Represent the NNPCF at meetings with policymakers and other stakeholders
- Work closely with the Communications and Participation Leads and others to ensure the NNPCF's position on key matters of interest is effectively and accurately transmitted to external stakeholders

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.

Company directors

Steering Group members will have the option of being appointed as directors of the National Network of Parent Carer Forums CIC. The NNPCF is incorporated as a community interest company (number 1236344). The directors of the company are legally responsible for its running and for submitting information to the authorities on time.

In some circumstances, people are not allowed to become company directors (e.g. if they are bankrupt or have been barred). To find out more about these see [Company director disqualification - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The NNPCF is an inclusive organisation and understands that many parent carers face different challenges. If you are unable or chose not to be a company director, you can still be a steering group member involved in the policy, strategy and operation of the NNPCF. However, you will not be able to execute the responsibilities of the directors.

For more information see [Being a company director - GOV.UK \(www.gov.uk\)](http://www.gov.uk)



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Regional Steering Group 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 in complex matrix environments
- Experience of developing effective, two-way internal communication structures amongst teams

Knowledge and skills

Essential

- Must be, or have been a parent or carer of a child/young person with SEND
- 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
- Possesses an excellent understanding of the needs of our sector and the PCFs
- Effective planning 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



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Terms

- The role will serve a three-year term to be eligible for re-appointment for one additional term.
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- 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.