

**Sandwell Parents for Disabled Children
Person Specification**

JOB TITLE:	Parent Carer Engagement Co-ordinator
JOB LOCATION:	Sandwell Parents for Disabled Children office / Various locations for activities and events
ACCOUNTABLE TO:	SPDC Chief Officer

EXPERIENCE:

- Experience of working with parent carers of children and young people with additional needs in a personal, paid, or voluntary capacity
- Experience of working with, or caring for, children with additional needs in a personal, paid, or voluntary capacity
- Experience of preparing and presenting detailed reports
- Experience of working within a multi-disciplinary setting in a voluntary organisation or similar

KNOWLEDGE AND SKILLS:

- A relevant qualification or experience of successfully working in appropriate environment.
- Highly developed organisational skills, including managing the organisation of a wide range of events and activities.
- The ability to communicate effectively at all levels, including senior managers, other professionals, parents and children to represent the organisation through effective networking and presentation skills.
- Computer skills, including the ability to use office software, database and e-mail and produce effective newsletters and mailings.
- An understanding of equal opportunities and discrimination issues
- The ability to effectively organise and prioritise own workload and use own initiative.
- The post requires frequent travel within Sandwell therefore the ability to drive and use of a vehicle is essential.

QUALITIES:

- Excellent interpersonal skills: the ability to deal in a warm, helpful, friendly, and professional way with people from a range of different backgrounds.
- Team player, self-motivated and adaptable.
- Well organised, with the ability to work well under pressure, meet deadlines, and deal effectively with challenging situations and people.
- Punctual, reliable, and trustworthy.
- Friendly, self-confident and enthusiastic.
- An innovative and flexible approach to achieving results.
- Understanding of confidentiality and sensitivity to issues.
- Commitment to enriching the lives of parent carers and their families.
- We are committed to Safeguarding Children and Young People and Adults therefore all post holders are subject to satisfactory enhanced Disclosure and Barring Service check.