

Job Description Partnership and Participation Co-ordinator

Hours: 27.5 hours worked over 40 weeks per year

Salary: £26,166 pro rata

Responsible to: Pinpoint Executive Officer

Overview: To manage and deliver agreed contracts and programmes of activity ensuring good and ethical parent participation practice at all times

Key responsibilities:

1. As directed by the Executive Officer to engage in the delivery of the Cambridgeshire County Council Contract, DfE Contract and any other Contracts.
2. To promote the work of pinpoint through presentations, face to face, written and electronic communications including Facebook, the Pinpoint website and twitter.
3. To represent the views of parents at strategic meetings and events and feedback views through the parent network.
4. To work collaboratively with partners and where appropriate challenge practice.
5. To design, plan, deliver and facilitate meetings, training and network events.
6. To contribute to the development and promotion of good and ethical practice around parent participation.
7. To build links and relationships with other parent support organisations and services.
8. To assist in the development of quality assurance and self evaluation processes to improve the pinpoint systems and practices.
9. To carry out any other tasks/duties identified by the Executive Officer which are commensurate with the role.

Other

- The hours of work are 27.5 per week over 40 weeks per year. Hours may be worked flexibly but some degree of structure will be required. The exact hours of work will be agreed with the Executive Officer and Trustees. No overtime payments will be made. Any additional hours worked can be taken as time in lieu in line with the TOIL Policy.

- The position will be based in St. Ives, Cambridgeshire.
- It is expected that the post-holder will need to travel around Cambridgeshire in order to fulfil the duties effectively. You will need your own taxed and insured transport but can claim mileage.
- There is likely to be a requirement to work occasional evenings and weekends.
- The post holder will be committed to safeguarding the welfare of children, young people and vulnerable adults and may be subject to a DBS check.