

Pinpoint Deputy CEO Permanent contract from 1 March 2022 (earlier if available). This is mostly a school term time role.

We are looking for a new team member who will take on the new role of deputy CEO. This will be someone who shares our passion for engaging and empowering parent carers of children and young people with special needs and or disabilities ensuring that their voices are heard by those who provide services for our children and young people. You will support the CEO in the delivery of Pinpoint's business objectives and ensuring that we deliver our contractual obligations. You will play a key role in supporting other team members in their specialist roles, complimenting the expertise we have in our team and helping us to develop capacity to take Pinpoint forward as it evolves it offer to families.

You will have the skills and expertise to be highly relatable to parent carers whilst also being able to represent parent carer voices at a senior level with partner organisations. You will bring with you the expertise to support to the CEO whilst recognising that we are a flat organisation where we pull together as a team with everyone doing whatever it takes to get the job done.

The team of staff and trustees at Pinpoint are highly skilled and committed – you will be joining a supportive environment where a no two days are the same and each day reminds us of the difference we strive to make to Cambridgeshire's SEND children. We care deeply about what we do - for us its more than just a job.

This role is for 27-hour a week, term-time, with some ad hoc holiday cover, paid at a rate of £17.50 per hour. The office is in St Ives but during the pandemic remote working from home has been necessary. You will ordinarily be required to travel across Cambridgeshire for meetings and to deliver participation sessions.

Applications are by CV with a covering letter setting out how you meet the person specification... Closing date for applications 9pm 23rd January. Interviews will be 3rd and 4th February with a start are soon as possible for the successful candidate.

Job Description

Deputy Chief Executive Officer

Hours: 27 hrs. 40 weeks a year

Salary: £17.50 per hour

Responsible to: Pinpoint Chief Executive Officer

Overview:

- To manage and deliver agreed grants, contracts and programmes of activity, ensuring good and ethical parent participation practice.
- To represent the parent voice at strategic and policy meetings with partners, commissioners and service providers and promote co-production.
- Supporting the strategic development of the Forum.
- To deputise for the CEO as and when needed

Key responsibilities:

1. As directed by the Chief Executive Officer (CEO) to engage in the delivery of the Cambridgeshire County Council Grant, DfE Grant,-NHS Contract and other Grants and Contracts.
2. To represent the views of parents at strategic meetings and events and feedback views through the parent network.
3. To work collaboratively with partners and where appropriate challenge practice.
4. To design, plan, deliver and facilitate meetings, training and network events.
5. To promote the work of Pinpoint through presentations, face to face, written and, in liaison with the Comms Officer, electronic communications including Facebook, the Pinpoint website and Twitter.
6. To contribute to the development and promotion of good and ethical practice around parent participation.
7. To build and manage links and relationships with other parent support organisations and services, including at the most senior strategic level.
8. To assist in the development of quality assurance and self-evaluation processes to improve the Pinpoint systems and practices.
9. To support the CEO in the strategic development and management of Pinpoint.

10. To deputise for the CEO as and when needed, supporting staff and trustees in their roles.
11. To carry out any other tasks/duties identified by the CEO which are commensurate with the role.

Other

- The hours of work are 27 hours 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 Chief Executive Officer but would be expected to be delivered mostly in core hours (9am – 5pm). No overtime payments will be made. Any additional hours worked can be taken as time in lieu in line with the TOIL Policy. Holiday cover may be needed and will be within the sum total of contractual hours or by agreed overtime.
- The position will be based in St. Ives, Cambridgeshire but there will be an element of remote working from home.
- 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 car but can claim mileage. The insurance must cover business use.
- 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 will be subject to a DBS check.

Skills		
Ability to work on own initiative and content to work with minimal direction if required.	Essential	
Ability to co-ordinate and prioritise a number of different tasks and areas of work within a normal working day	Essential	
Ability to work effectively with a range of parents of and professionals: building rapport, inspiring confidence and moderating style of interaction to suit the audience and situation.	Essential	
Ability to build effective relationships with a wide range of organisations and individuals acting as an ambassador for Pinpoint.	Essential	
Ability to represent parents' views to a wide range of professionals, including senior managers.	Essential	
Clear spoken and written English including a good standard of spelling and grammar. Ability to read and understand a range of policy documents: able to identify key facts/issues and to communicate those to others through the production of high-quality rewritten reports. To be numerate and to read and interpret numerical information.	Essential	
Ability to confidently and competently facilitate training sessions and workshops	Essential	
Ability to deliver effective presentations to a variety of audiences	Essential	
Computer literate, including ability to use Microsoft Office Word, Excel and PowerPoint	Essential	
Ability and willingness to acquire new knowledge to ensure knowledge base is up to date.	Essential	

Knowledge		
Knowledge of the voluntary/community sector organisations, in particular those working with families		Desirable
Knowledge of Government Legislation relating to families of children and young people with additional needs	Essential	
Knowledge of local service providers providing a service to families of children and young people with additional needs	Essential	
Knowledge of the needs of the families of children and young people with additional needs	Essential	
Knowledge of charity governance		Desirable
Knowledge of finance governance		Desirable

Experience		
Experience in working in the voluntary sector, either in a paid or voluntary capacity		Desirable
Experience of attending and co-ordinating meetings and events	Essential	
Experience of producing high quality reports and other documents	Essential	
Experience of working with families of children and young people with additional needs		Desirable
Experience of consultation/co-production and participation with groups or individuals		Desirable
Experience of delivery of contracts and grants		Desirable
Experience of working at a senior level		Desirable
Experience of leadership – people and projects		Desirable