

Parent Carer Network Lead Job Description

Job Title:	Parent Carer Network Lead
Contract	One year fixed term
Responsible For:	N/A
Responsible To:	Manager, PFBA
Team Membership:	PFBA
Location:	Unit 76b, Carlisle Business Centre, Carlisle Road, Bradford, BD8 8BD
Salary:	£15 per hour
Hours of work:	16 hours per week worked over 52 weeks (some out of hours work for which Time Off in Lieu is granted)
Annual leave entitlement:	5 weeks per year plus one day for each additional year served up to a maximum of 6 weeks (pro rata for part-time employees).

Job Purpose

To coordinate, support and grow the Parent Carer Network (PCN), strengthening connections with existing organisations. Develop and expand outreach into community spaces including connections with diverse communities across Bradford.

Key responsibilities

Network Coordination & Administration

- Provide a coordinated mechanism for capturing and amplifying the voices of parents and carers across all PCN partners, ensuring their lived experience directly informs LASSPB decision-making, strategic planning and the design, commissioning and improvement of services.
- Organise and support 6 Parent Carer Network (PCN) meetings per year
- Manage communication with network members (emails, WhatsApp, reminders)
- Admin tasks related to the PCN meetings (Agenda, guest speakers)
- Report on activities at PCN meetings
- Support meeting planning (venues, agendas, follow-ups)
- Work closely with commissioning team and provide a written report termly on activities, insights and progress.

Community Outreach & Engagement

- Build relationships with smaller parent support groups and strengthen relationship with existing community organisations across Bradford
- Increase PFBA and PCN membership by reaching families and groups who are not currently engaged
- Attend community events, groups, and local spaces to raise awareness of PFBA & PCN
- Actively engage with families who have children with SEND e.g. from diverse cultures, language and backgrounds
- Work alongside trusted community leaders and organisations

Inclusion & Cultural Awareness

- Support culturally sensitive engagement, particularly around SEND and including mental health
- Be aware of stigma and barriers within different communities
- Ensure communication is accessible and inclusive (including language support where possible)

PERSON SPECIFICATION		
Requirement	Essential/Desirable	Identified through
Knowledge & Skills		
Experience of working with or lived experience of SEND	E	A & I
Experience of engaging with community groups	E	A & I
Knowledge of Microsoft 365	E	A
Excellent communication skills	E	A & I
Full driving licence with access to a car	E	A
Maintain confidentiality	E	I
Good Interpersonal skills	E	I
Good organisational skills	E	I
Able to prioritise own work	E	I
Able to work as part of a team	E	I
Awareness of cultural and diverse sensitivities	E	A
Managing discussions between different groups of people	E	A

Ability to speak a community language eg Urdu, Polish	D	A
Experience of arranging and supporting meetings	D	I