



JOB DESCRIPTION

Job Title:	<u>PARTNERSHIP MANAGER</u>
Hours:	Part Time - 30 hours per week, Monday to Friday 9am to 4pm
Salary:	£ 26,387.00 + OLW £1,553 p/a Fixed Term Contract
Based at:	The Carers Centre, 24 George Street, Croydon, Surrey. CR0 1PB
Responsible to:	The Chair of Parents in Partnership and board of Trustees

Job Purpose

To lead, manage and develop all Parents in Partnership (PIP) activities and services, working in partnership with relevant strategic contacts, parents and carers, staff and trustees.

To ensure that PIP provides information, support, guidance and training to Croydon parents and carers of children and young people with Special Educational Needs and Disabilities (SEND).

Key responsibilities and accountabilities

- To oversee, lead and develop services ensuring they are conducted in line with funding agreements and PIP's objectives.
- To lead and manage all staff of Parents in Partnership in accordance with PIP's policies and procedures
- To manage and develop Parent Participation work and forum representation activities.
- To maintain excellent relationships with appropriate stakeholders, agencies and groups, ensuring we are well publicised throughout the network and agencies used by parents and carers of children with SEND
- To ensure PIP is suitably represented at relevant partnership or strategic meetings, events and networking opportunities which are deemed to be relevant in achieving our aims and objectives.
- To manage the funding for PIP's activities, seeking and submitting funding applications to maintain and develop services.
- To keep all operational and governance policies and plans up to date and make recommendations of revisions to Trustees for approval.

- To manage PiP communications, including digital communications and social media in line with organisational development.
- To work closely with PiP Treasurer in planning budget and monitoring performance against funding sources. Approval of expenditure and ensuring accounts records are maintained in line with financial policy.
- To provide timely monitoring reports evidencing PIP's work and impact as required for funding agreements and to inform Trustees.
- To ensure appropriate and efficient evaluation and monitoring tools are used to gather feedback from stakeholders.
- To be the first point of call in the organisation for reporting safeguarding issues ensuring all actions are followed in line with current law, recommendations and policy.
- To maintain and promote the integrity and reputation of Parents in Partnership, Croydon in all activities.
- To ensure that confidentiality is respected and maintained at all times, particularly concerning staff or Trustees matters, parents and carers, their children and families in line with the GDPR regulations.
- To continue to review your development needs and identify them to the Chairperson during supervision and to agree to undertake training relevant to your post.
- To continue to review PIP's staff development and training needs and identify them to the board of Trustees.
- To take on any further activities as requested to develop PIP services.

PERSONAL SPECIFICATION

<i>Competences</i>	<i>Essential</i>	<i>Desirable</i>
<i>Experience</i>	<ul style="list-style-type: none"> • Management of staff/team inc. Human Resources activities. • Planning, developing and leading services and/or activities. • Relationship management with a variety of stakeholders 	<ul style="list-style-type: none"> • Experience of living with someone with a lifelong disability or work in the field of disability either in paid or voluntary capacity in a health, social care or education setting. • Working experience in parent participation or Local Authority Partnership • Previous experience of working within the voluntary sector. • Experience of outcome based work inc recording of data; database, monitoring and statistical information. • Working knowledge of tender and bid writing. • Working knowledge of different ways of fundraising and applying to independent Trusts and Foundations. • Experience of acquiring and representing/expressing views of others in decision making settings.
<i>Skills & abilities</i>	<ul style="list-style-type: none"> • Excellent management and organisational skills, ability to prioritise and delegate • Strategic decision making • Well-developed communication skills including verbal, written and digital. • Good listening skills and ability to engage with wide variety of people. • Confident IT skills inc Word, Excel, PowerPoint, Access and Internet and e-mail skills. • Confident in using digital communication tools and social media. 	<ul style="list-style-type: none"> • Budget setting, implementing and reporting skills. • Policy writing and working in compliance with professional body requirements.

	<ul style="list-style-type: none"> • Willing to learn and further develop skills to support post. • Self motivating, capable of using own initiative always with vision. • Patient and sensitive in dealings with parents, carers and families. 	
<i>Qualifications</i>		Hold a higher or relevant education qualification.
<i>Knowledge</i>	<ul style="list-style-type: none"> • Children and Families Act 2014. • Carer's Act 2015 • Employment law • Equality Act 2010 	<ul style="list-style-type: none"> • SEND Code of Practice • SEND Local Offer • Welfare benefits for families with child with disability. • Disability Discrimination Act. • Safeguarding legislation • GDPR • Autism Act • Other national and local agencies such as NAS, CDC etc <p style="text-align: center;"><u>Awareness of;</u></p> <ul style="list-style-type: none"> • Barriers for Croydon families with disabled child, whatever the age or disability • Opportunities for Croydon families with disabled child whatever the age or disability. • Impact of changes and trends affecting local government
<i>Personal requirements</i>	Ability to be flexible as some events or meetings may occasionally be in the evening.	To hold a driving license and have access to a vehicle