

Plymouth Highbury Trust

JOB DESCRIPTION

Parent Group Facilitator and Administrator for Plymouth Parent Advocacy Project	
Accountable to:	Parent Project Manager
Based:	Plymouth Highbury Trust
Salary:	£20,000pa (pro rata)
Closing date	16 th August 2019
Hours:	21 hours per week 2 year fixed term contract
Purpose:	This role will require both facilitation of groups of parents with a learning disability and office administration. The Parent Project provides a comprehensive advocacy service to parents with a learning disability

Principle Tasks

1. Group Facilitation To facilitate our current parent groups including our consultation group and to maintain and increase numbers of parents attending. Deliver two groups of around 2 hour sessions every week.
2. Promotion Promoting the project and the projects activities by ensuring widespread leaflet distribution, sending emails, engaging with social media, producing posters, networking and attending events.
3. Engaging The Administrator will be the first line of contact for clients and will engage with them by text, Facebook and telephone, liaising with the Advocates and Project Manager.
4. Administration To provide administrative support to the team which might include photocopying, scanning, overseeing training bookings, collecting feedback, filing, creating documents, invoicing, sending emails and making telephone calls. The Administrator will also be involved in planning and organising events including the catering.
5. Accessible Information Alongside volunteers working in this area, to develop a range of easy read information which can be made available through our website and to support the supervision of volunteers.

<p>6. Website and Social Media</p> <p>To update and maintain the parent project pages on our website (training can be given) and to update and post on social media pages. Request and co-ordinate information from the rest of the team eg blogs and publish.</p>
<p>7. Develop Links</p> <p>The Administrator will attend workshops, conferences and events as required to develop links with other organisations.</p>
<p>8. Feedback and evaluation</p> <p>To ensure that feedback is received from all users of the service, using appropriate evaluation tools</p>
<p>9. Supervision</p> <p>The Parent Project Administrator will attend regular supervision with the Parent Project Manager</p>
<p>10. Records</p> <p>Ensure adequate records are kept to enable the service to function efficiently so that the project may be monitored and evaluated regularly.</p>
<p>11. Financial</p> <p>The Administrator will be responsible for providing such necessary information and will keep such financial records as to enable the Advocacy Manger to account for all expenditure authorised or incurred.</p>
<p>12. Confidentiality</p> <p>The Parent Project Administrator will be responsible for ensuring that confidentiality is observed as stipulated in the Plymouth Highbury Trust Confidentiality policy</p>
<p>13. Other Tasks</p> <p>Contribute to the development and maintenance of policies, procedures and guidelines to ensure that The Parent Advocacy Project maintains the very highest standards of good practice and professionalism.</p> <p>Undergo appropriate and relevant training as agreed by the Parent Project Manager</p> <p>To carry out other duties as appropriate and commensurate with the post.</p>