

JOB DESCRIPTION



JOB TITLE: Bexley Voice Project Coordinator

HOURS OF WORK: 12 hours a week term time

LENGTH OF CONTRACT: 12 Months

PROBATIONARY PERIOD: 3 months

RESPONSIBLE TO: Bexley Voice Chair of Trustees/PPC

JOB PURPOSE:

To support the Bexley Voice (BV) Team to achieve our vision and mission.

To work with the BV team to ensure parent/carers are well informed on SEND issues, what support is available and are aware of opportunities to contribute their views at a local and national level.

MAIN DUTIES:

- To coordinate and deliver the BV Tea and Talk Programme
 - Liaison with and coordination of speakers
 - Liaison with and coordination of 1-1 appointment with professionals
 - Liaison with Venues re dates and requirement
 - Lead the BV volunteer team at each drop in.
 - Attend each Tea and talk and provide intro session.
 - Publicity/Parent Communication/1-1 session bookings
 - Preparation of documentation as requested
 - To assist with the development of an U5 T and T offer
 - To assist with the development of a Post 16 T and T offer
- To organise parent/carers workshops as required.
- To collate feedback from events, follow up as appropriate with relevant member of the BV team and keep the team apprised of trends/issues arising.
- To represent the Bexley Voice team at a range of meetings and events, as required.
- To prepare monthly feedback for the BV Operating committee.
- Other projects and tasks as required by the BV Team.