**Parentsactive (HF Mencap – Advert)**

**Parent/Carer Co-production Coordinator (for post 25-year-olds with learning disabilities and their parent/carers)**

**Parentsactive - HF Mencap**

**Job Description**

**Job Title:** Post 25 Coordinator

**Salary:** £12150 per annum

**Work Pattern:** Part time

**Hours:** 16 hours per week (1 year, fixed term) Subject to availability of funding, the post will be extended beyond March 31st, 2023

**Location*:*** Based at HF Mencap (Hammersmith) - homeworking during COVID-19.

*When safe to do so, you are expected to be able to attend meetings within and beyond the borough as required.*

**Job Summary**

* To support parents/carers of adults to express their views and wishes regarding the services received by the adults.
* To create opportunities for carers to participate in meetings and consultations.
* To liaise with Adult Services and organise relevant meetings and monitor outcomes.
* To liaise with Health, Social Care, Housing and Education (and with voluntary and community organisations)
* To promote social inclusion and equality.

**Accountability**

**Post 25 Parent/Carer Co-production Coordinator** will be responsible to the **Parentsactive Lead.**

**Duties and key Responsibilities:**

* To provide opportunities for carers of adults with learning disabilities and autism to participate in the coproduction and development of local services. This may be in the form of focus groups, information sessions or informal coffee morning sessions.
* To represent views of families at meetings as deemed necessary.
* To establish relationships with key personnel in Social Care, Health, Housing, Education, and the voluntary and community sector.
* To work in partnership with other statutory and voluntary organisations to ensure that carers of adults with learning disabilities and autism have choice and control in accessing local services and support.
* To be aware of current and proposed legislation and keep parents/carers informed to ensure changes are implemented locally.
* To network with local carer and support groups, colleges, and other relevant organisations to ensure all carers are aware and have access to advocacy.
* To keep carers informed of any opportunities to attend consultations regarding services for adults with learning disabilities and autism.
* To support carers through transition from Children’s to Adult Services (Social Care, Housing, Health, Economy and Adult Learning) and provide opportunities for carers to raise concerns and issues.
* To liaise and work with all services to ensure carers and adults receive timely and appropriate information to support them through transition.
* To administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, monitoring and reporting requirements.
* To work as part of H&F Mencap Team and attend meetings and other events as appropriate.
* To attend relevant training, events and co-production activities led by the Local Authority and other services in Hammersmith and Fulham.
* To carry out the post within an equal opportunities’ framework.

**Additional Responsibilities:**

• To adhere to all the service standards, policies, and procedures of Parentsactive within HF Mencap.  
• To comply with the data protection regulations, ensuring that information on clients remains confidential.

**Person specification – Post 25 Parent/Carer Co-production Coordinator**

All the following requirements are essential, unless marked with a \* when they are desirable, and will be assessed from a combination of information provided from the application form and interview process.

**Education and qualifications**

* No specific qualification is required, however a willingness to undertake training as required is essential.
* An experience of liaising with adult services will be an added advantage.

**Skill Requirements**

* Understanding of issues faced by adults with learning disabilities and/or on the Autistic Spectrum Disorder (ASD) and their families.
* Able to develop good working relationships.
* Ability to handle confidential and sensitive issues
* Skill to research information.
* Able to understand complex policies and procedures.
* Excellent IT skills including the use of basic office software – Word, Excel, PowerPoint.
* Report writing/record- keeping skills - ability to write clearly and concisely for letters and reports.
* Good interpersonal skills on the phone and face-to-face.
* Confident and competent when dealing with people at all levels.
* Ability to prioritise workload.
* Conscientious and able to work on own initiative.
* An understanding of the type of work Parentsactive and HF Mencap undertake, with a positive attitude to people with learning disabilities, autism and mental health issues
* Willingness to travel within borough frequently for meetings, and out of borough on occasions.
* Knowledge of Children’s and Adult Social Care.
* Children & Families Act 2014, [Special educational needs and disability code of practice: 0 to 25 years](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf) 2014\* , Carers Act and other statutory requirements for Adult Services
* A knowledge of the local area will be an added advantage.

The postholder may need to occasionally work out of office hours, evening or weekends as is necessary.

***In accordance with HF Mencap’s Child Protection and Safeguarding procedures, this position requires an enhanced DBS check and will require you to complete Safeguarding training within three months of appointment and refresher training thereafter.***

**Kindly send your up-to-date CV and cover letter. With reference to the Job Description and Person Specification, please describe how you meet the requirements of the post in your cover letter.**

**Last date to receive applications: 17th March 2022**

**Shortlisted candidates will be notified by Monday 21st March, and interviews will take place on Wednesday 23rd March 2022**