



Job Description

Job Title:	West Sussex Parent Carer Forum (WSPCF) Strategic Lead
Grade:	Amaze salary band H: £ 36,642-39,184 pro-rata (based on 35 hours week) £20.13 - £21.53 / hour
Responsible to:	Partnerships and Policy Development Manager (Amaze Line Manager) WSPCF Steering Group (strategic priorities)
Hours of work:	30 hours per week (if term time only contract) or 25 hours per week (52 weeks/year contract). Parent Carer Forum staff work mainly term-time and hours can be worked flexibly across 4 or 5 days, to suit a parent carer's circumstances. Employment contract type will be agreed upon appointment.
Annual leave:	Pro-rata 26 days a year, + extra 3 days at Christmas + Public Holidays
Location	Remote, hybrid or office-based. Expectation of regular travel to WSPCF's office and different sites in West Sussex for meetings/events, occasional travel to other parts of Sussex and beyond. WSPCF office is in Pulborough.
Contract:	Fixed term until March 2028 with the likelihood of extension subject to funding

Main Purpose of the Job:

The West Sussex Parent Carer Forum (WSPCF) is an independent organisation for the parent carers of children and young people aged 0-25 with special educational needs and/or disabilities (SEND). We support parent carers by providing information, signposting, and training that equips them in their lifelong caring role and empowers them to participate in shaping services for their children and young people.

This role will be responsible for senior strategic leadership of WSPCF, ensuring that parent carer voice shapes the design, delivery and improvement of SEND services across West Sussex. The role combines high level strategic influence with operational oversight of all Forum activity, including representative work, engagement, communication and project delivery.

The Strategic Lead will work with WSPCF Steering Group to uphold WSPCF's Vision, Mission and Values, deliver strategic goals, amplify lived experience, strengthen co-production and ensure activity is well organised, high quality and impactful. WSPCF is hosted by Amaze and working arrangements for staff are defined in the MOU between WSPCF and Amaze. The Forum Strategic Lead will be responsible for ensuring effective partnership working with Amaze and other PCFs in Sussex.

Key Responsibilities

1. Strategic Leadership, Direction & Planning

- Lead the development and delivery of the Forum's strategic plan and annual workplan, ensuring priorities reflect parent carer needs, align with WSPCF's Vision, Mission and Values, and are achievable within available resources.
- Analyse emerging policy, data and feedback to identify systemic issues, and oversee the Forum's influencing work.
- Provide strategic oversight of influencing activity, including identifying priority issues, shaping position statements, and guiding representatives' contributions at strategic meetings.
- Work with Amaze and Forum teams to ensure monitoring and evaluation frameworks capture meaningful impact and learning.
- Ensure all planning and decision making aligns with the Hosting MOU and its governance structure.

2. Operational Oversight, Quality Assurance & Delivery

- Lead the implementation of all core activities, projects, engagement plans and representative workstreams, ensuring these are delivered to a high standard.
- Maintain strong and effective systems for monitoring, documentation, communication and reporting, ensuring evaluation processes are embedded and risks are identified and escalated appropriately.
- Oversee grant monitoring and funder reporting requirements, ensuring timely submission of reports, data returns and evidence, and maintaining oversight of budget allocation, spend tracking and funding-related risks.
- Ensure all financial and operational processes comply with the Hosting MOU, Amaze systems and relevant grant conditions.

3. Stakeholder Relationships, Collaboration & Influence

- Build strong and trusted relationships with senior leaders across the local authority, NHS and VCSE sectors, working together to strengthen parent carer engagement and co-production of SEND services in West Sussex.
- Represent the Forum at strategic boards, multi-agency service design groups and regional/national NNPCF meetings, ensuring Sussex parent carer voices meaningfully influence system change.
- Navigate sensitive discussions diplomatically, maintaining constructive and solution-focused relationships.
- Champion inclusive engagement so that a diverse range of parent carer voices shape Forum priorities.
- Promote WSPCF's Values (Positivity, Empathy, Integrity, Coproduction and Innovation) in all partnership activity.

4. Leadership of Forum Team, Reps & Culture

- Provide day-to-day leadership and direction to Forum staff, volunteers and Representatives.
- Work with Amaze on the recruitment, induction, training, development and reflection of Forum staff, volunteers and Representatives.
- Provide organisational leadership for WSPCF as an autonomous, parent-led Forum within Amaze's hosting model.
- Ensure internal governance processes — including decision-making, escalation, safeguarding and representative conduct — reflect the Hosting MOU and RACI roles.
- Build a positive and supportive culture based on collaboration, learning and reflective practice.

5. Communications, Messaging & Public Voice

- Shape and sign off key strategic communications, ensuring messaging is clear, evidence-based and inclusive and reflects WSPCF's Vision, Mission and Values.
- Moderate, or oversee the moderation of, social media channels in line with policies, working with Amaze's communications team to maintain effective messaging and strong digital presence.

6. Partnership with Amaze & Cross-Sussex Alignment

- Ensure alignment with Amaze policies, systems, governance standards and operational frameworks, working within the Hosting MOU on clear responsibilities, accountability and escalation routes.
- Ensure compliance with Amaze policies while maintaining WSPCF's parent-led autonomy and identity.
- Attend Amaze internal meetings as required to maintain shared understanding and cohesion, and contribute to Amaze-led cross-Sussex coordination and strategic SEND influencing.

7. Professional Requirements

- Demonstrate commitment to equality, diversity, inclusion and the empowerment of parent carers, upholding WSPCF's Mission and Values in conduct, leadership and decision-making.
- Work flexibly, including occasional evenings and weekends, to meet Forum needs.
- Participate in team meetings, supervision, development and reflective practice
- Be self-servicing with use of appropriate IT
- Carry out other duties appropriate to the role, as required

Person Specification

This is the list of experience, skills, abilities and qualities we're hoping someone can bring to this role. We appreciate candidates may not bring all elements. You should reference these in your covering letter.

Person specification	Essential	Desirable
Experience/knowledge		
Parent carer of a child or young person aged 0-25 years old, living in West Sussex with a special educational need or disability (SEND)	Y	
Strong understanding of the SEND landscape, including the needs and experiences of parent carers and children/young people with SEND	Y	
Knowledge of national SEND policy, participation duties and the role of Parent Carer Forums		Y
Experience of overseeing delivery of multiple projects, or workstreams simultaneously, ensuring quality and accountability	Y	
Experience using monitoring, evaluation and feedback to shape priorities, demonstrate outcomes and assess impact	Y	
Experience in strategic leadership, including developing and delivering strategies, plans or work programmes	Y	
Experience of partnership working with senior leaders across local authorities, health, education, VCSE sectors, and of representing an organisation at strategic boards or multi-agency groups	Y	
Experience of co-production, participation or lived experience-led influence within services or systems		Y
Experience as a Parent Carer Forum rep, steering group member or similar participation-based role		Y
Experience producing position statements, consultation responses and reports		Y
Skills		
Excellent written and verbal communication skills, including the ability to produce clear, inclusive and evidence-based communications, and promote or present information to a range of audiences	Y	
Strong organisational skills, with the ability to plan, prioritise and manage multiple demands to tight deadlines	Y	
Strong interpersonal skills, with the ability to navigate sensitive discussions constructively and maintain positive professional relationships	Y	
Confident IT skills including competent use of MS Word, Excel, PowerPoint, Teams	Y	
Strong financial oversight skills, including experience with grant monitoring, funder reporting, budget tracking and risk management	Y	
Qualities		
Commitment to equality, diversity and inclusion, and to empowering parent carers	Y	
Ability to lead staff and volunteers, including providing supervision and support	Y	
Creative, innovative and reflective approach to problem-solving	Y	
Ability to work flexibly, including occasional evenings and weekends	Y	
Ability to build strong and trusted relationships using diplomacy, tact and solution focused problem solving	Y	
Ability to travel across West Sussex as required	Y	