

Post:	Project Worker
Hours:	8 hours per week, with the possibility of some paid overtime. Core hours are weekdays 9.30am–2.30pm, but occasional evening or weekend work may be required. We are a flexible employer and will consider a range of working patterns.
Type of contract:	Fixed-term 10-month contract
Base:	Mainly home-based, with occasional face-to-face delivery (subject to Covid-19 restrictions)
Salary:	£24,800 pro rata
Annual leave:	25 days plus Bank Holidays pro rata
Reporting to:	Chair

Background

Sheffield Parent Carer Forum (SPCF), along with Sheffield Clinical Commissioning Group (CCG) and Sheffield City Council (SCC), have received funding from Health Education England (HEE) to develop and deliver training for early years professionals (0-5 years) in relation to identifying early signs of neurodisability. Parent carer experience will be at the heart of the project, with parents assisting in the delivery alongside experienced trainers.

Job purpose

The project worker will work with parents and staff from a range of services to coproduce a training module which complements other training already available. This will include working with and delivering to health visitors, GPs, therapy services, childcare providers and other early years teams.

Main duties

- Plan and schedule tasks, review progress and report to SPCF project lead
- Ensure that parent carers and their experiences are at the heart of the project and the training delivered
- Attend steering group meetings as required or report into if unable to attend
- Complete reports as requested by CCG/HEE
- Review relevant research, which could help to inform the content of the training
- Liaise with other pilot sites (Sefton, Rochdale, Hartlepool)
- Organise and facilitate a coproduction session to gain feedback from parent carers and professionals
- Recruit, train and support parent carers to co-deliver the training
- Co-create the course and co-deliver some training sessions
- Work with colleagues in CCG, SCC, Sheffield Children's Hospital (SCH) Ryegate Team to run events and focus groups

- Work with colleagues in CCG, SCC, SCH Ryegate Team to develop training sessions and resources in line with project outcomes
- Work with colleagues in CCG, SCC, SCH Ryegate Team to ensure training is embedded in training for early years professionals after the project
- Work with an external organisation to ensure the project is effectively evaluated

This is not a final and complete statement of duties and may be amended from time to time in accordance with the changing needs of the project.

The job description forms part of the contract of employment.

Person specification

Essential knowledge and skills

- Experience of accessing early years services (such as childcare, therapies, diagnostic services, GPs, health visitors) as a parent of a young child (0-5 years) with additional needs. We will also consider applications from people with relevant experience of working in the Special Educational Needs and Disabilities (SEND) sector, Health sector or in Early Years education.
- Experience of delivering presentations, training or teaching
- Flexibility – a small amount of evening/weekend work may be required
- High level of computer literacy; proficiency in the use of MS Office applications, social media (e.g. Facebook) and video conferencing (e.g. Zoom)
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Self-motivated; high level of initiative and ability to work with minimal supervision
- Excellent organisational skills, ability to prioritise own workload and work to tight deadlines
- Ability to work as part of a team

Desirable knowledge and skills

- Project management experience
- Experience of attending and contributing to meetings
- Knowledge of webinar packages

SPCF is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.