

Family Engagement Team Role Description

We acknowledge that you will have other commitments and as a result you can give as much or as little to this role as you are able. Any time that you can give is gratefully received. You will be allocated a Team Leader (TL) that will support you through your role and all Family Engagement work will take place with the knowledge of the your TL.

This document is an illustration only of the role which we would like you to carry out with Warrington Parents & Carers Forum. The tasks are flexible and additional aspects can be adopted as the individual requests. All additions and changes must be discussed with your TL.

Family Engagement Team

What can you expect to be doing?

- Talking to people
- To make our work happen and to be able to represent the families of Warrington accurately and faithfully we need to gather their opinions. This could be face to face, over social media or through feedback forms.
- Record and feedback opinions
- Once you have the information you will need to record it, making sure all the details are accurate and then report it to your TL who will then formulate all the opinions into a statement to take to the Council or other governing bodies.

What kind of person are we looking for?

- Outgoing, friendly and family focused
- Although we are a small group, we like to think we are family focused and business like. All of our families and partners are important to us and we believe strongly in getting it right. As Family Engagement you are our front line point of contact to the families and it is important you have all families' best interest at heart.
- Task focused
- Attention to detail is something which is vital in this role, it can be a small detail that can make a difference to a family's message. You will gather a lot of different thoughts and opinions and taking time to ensure everything is correct is essential.
- Care about our mission
- We believe strongly in what we do and think it's a good thing. People who care about something work harder for it. If you believe that family's opinions should be heard then you are ideal for this position.

What can you expect from us?

- Materials and tools
- You will be given all the forms, tools and jargon to use when doing your engagement. Full training (useful for your CV) will be provided so you have an understanding of the full process and where the information you are gathering goes.
- Full support
- Your TL will be on hand to answer questions and give you updates on where your information has gone. They will also work with you to work out the best engagement strategies.

If you are interested in this role or want more information please contact the group on 07940 466092 or email warrpacdevofficer@gmail.com to arrange an informal chat.