**Background**

Elmbridge Borough Council is funding a 2-3-month project working with parent carers in schools, school SENCOs (Special Educational Needs Coordinators) and staff in Children’s Centres in Elmbridge to:

* Find out where the gaps are/where parent carers struggle to find support or information
* With Family Voice Surrey’s operations manager, pull together packs of information for parent carers which support them through transition points
* Roll these out to schools and centres, so that centre staff and SENCOs are fully informed and able to support families appropriately. The scope of this should include parent carers from Early Years (0-5 years) and post-16; in particular, for parent/carers applying to primary schools for the first time, and for parent/carers supporting young people into higher and further education.
* With support from Family Voice Surrey’s coordinator, organise sessions for parent carers and support staff on specific topics of interest (for example, how to write effective outcomes in a child’s Education and Health Care Plan)

**Objectives**

Working across Elmbridge, the schools outreach project worker will:

1. Carry out research with parent carers (via surveys, telephone interviews or face to face).
2. Identify pan-disability sources of support and information (eg: Local Offer, SSIASS, Core Assets, Contact a Family).
3. Build relationships with Children’s Centres, SENCOs and FVS School Reps in East Surrey schools, working with them to promote and develop the project.
4. Develop an information pack based on research carried out and support the roll out of this pack to Children’s Centres and schools in east Surrey ready for the new school year.
5. Organise sessions for parent carers and/or staff in schools to address some of the gaps identified by parent carers.

**Hours and payment**

1-2 days/week, for up to three months, at £12.50/hour.

**Skills/interests**

The schools outreach project worker should:

* Enjoy working with people, and be comfortable presenting to groups and facilitating conversations
* Be an ambassador for Family Voice Surrey
* Be organised and comfortable with managing their own time
* Be creative and good at problem-solving

**Support**

The Schools Outreach Project Worker will have the support of FVS’ operations manager and coordinator, access to an FVS laptop (if required) and the use of the FVS office in Leatherhead.