

Croydon Active Voices are looking for an coordinator to join their team, to assist the Steering Group and Co-chairs with administrative duties, to help with the efficient day-to-day running of Croydon Active Voices Parent Carer Participation Forum, and to raise awareness of Croydon Active Voices Parent Carer Participation Forum within the local community.



### **We are looking for someone who has -**

- **an understanding of issues faced by parent/carers of disabled children and young people**
- **excellent administrative skills**

**Job title** Coordinator

**Salary** £7,650 for year

**Contract** Part Time - term time only

**Reports to** Co-Chairs of Steering group

**Hours** 7 to 10 hours per week

**Location** Home working / hybrid

### **Key responsibilities**

- Highlighting and passing on requests for new engagement opportunities to steering group and/or wider advisory group
- Collecting useful information for website, social media and producing termly newsletter with guidance from chair/vice chairs
- Preparing, printing paperwork, and minute taking for advisory group meetings, as well as other key events/meetings within the scope and hours of the post
- Collecting and collating feedback forms from parent reps
- Supporting event/meeting organisation (booking venues for meetings and events and maintaining list of suitable local venues, checking dates, etc)

Please email Lara for the links to our application form or if you have any questions

**[coordinator@croydonactivevoices.org.uk](mailto:coordinator@croydonactivevoices.org.uk)**

**Deadline for applications**

**Friday 30 September 2022**