



## We are recruiting for the role of the Chair of 'OUR VOICE'

Do you want to do something to really make a difference to the lives of Enfield families who have children or young people with a disability or Special Educational Need?

Our Voice has a critical role in working with the Local Authority and Health Services in the Borough of Enfield to support the families of children and young people with a Disability or Special Educational Need. Our Chair will be coming to the end of their term of office at the end of March, and so we are now recruiting for a replacement to work with our management team and help us move forward.

Could you undertake this role?

Ideally, you will have experience of a caring role for a child or young person with special educational needs and disabilities. But experience of the challenges parent carers of children and young people with special educational needs and disabilities have, is essential.

The role works flexibly but it is anticipated that the Chair will need to spend around 4-6 hours per week, for up to 48 weeks per year.

Some of the duties you will be undertaking are to:

- Chair our management team meetings about once a month during term-time (normally these are held at Enfield Carers Centre. During the pandemic all our meetings are held online)
- Provide leadership for the team and help us to achieve our mission and objectives
- Act as an ambassador for the organisation, and act as the face of the organisation at events for parents such as family fun days and our annual parents' conference.
- Attend meetings on behalf of Our Voice with the Local Authority, Health services and other local organisations, to represent the views of parents and carers

## Your skills:

- Passionate about supporting children and young people with Special needs and Disabilities and their families.
- Strong leadership qualities able to manage a team of volunteers with tact and diplomacy, and to work effectively in co-production with the Local Authority and Health services
- A confident individual with good communication skills who is comfortable acting as the face of the organisation at public events.
- Use of initiative will be invaluable as well as a “positive can do” approach
- Most importantly, you will need to demonstrate a calm, logical, diplomatic and collaborative manner when dealing with everyone you meet

## What’s in it for you?

- The ability to help shape and influence services to support our families
- You’ll have an opportunity to gain valuable leadership experience to add to your CV, if you don’t have this already, and develop the forum as we continue to move forward
- You’ll be able to widen your own network of support and work as part of a committed team
- You’ll be able to feel that you are “contributing” and helping others
- You can claim remuneration for some but not all of the hours worked (see job description for details) as well as reclaiming travel expenses.

## Want to find out more?

Please see the attached Job Description.

Call 07847 452381 (Jackie) or 07516 662315 (Khilna) to discuss or email [info@ourvoiceenfield.org.uk](mailto:info@ourvoiceenfield.org.uk) with any questions.

If you would like to apply please send us your contact details and CV, and a short explanation of why you’d like to apply and what skills you could bring to the role, in no more than 300 words. Deadline for applications is 10 am Monday 15<sup>th</sup> March and we plan to hold interviews between the 16<sup>th</sup> and 19<sup>th</sup> March.

Our Voice is a voluntary, parent-led organisation working with parents and carers of children and young people with a disability or additional need, as well as the public and voluntary sectors, to improve services in Enfield.

Our Voice is committed to ensuring that volunteers are not unfairly discriminated against on the grounds of their gender, race (including colour, nationality and ethnic or national origins), age, disability, pregnancy and maternity, responsibility for dependents, marital status including civil partnership status, religion or belief, sexual orientation, gender reassignment, or physical characteristics. This is applicable whether they have, are perceived to have, or are associated with someone with, the protected characteristic in question.