



Charity number 117499

Role Description of an Ambassador

THIS IS NOT A JOB DESCRIPTION AND DOES NOT FORM PART OF A CONTRACT OF EMPLOYMENT.

The parent carer forum is completely run by volunteers apart from some administration support. The success of our work and the influence we can have for parents/carers is dependent on our dedicated team of volunteers.

1. What is an ambassador?

An ambassador for EYPCF is a volunteer based in their local area who represents and promotes the work of the EYPCF in their local area.

2. What might you do as an ambassador?

An ambassador is based in their local area and uses their networks and connections to communicate the work of the EYPCF. They are also responsible for gathering the views and ideas of the local parents/carers for the EYPCF and ensuring any information from EYPCF is disseminated in their area and promoting any training opportunities. They report to the co chairs of the steering group and attend the steering group on request. This role suits a volunteer who prefers to commit less time than required for EYPCF steering group member and/or prefers to remain locally based.

There are lots of exciting volunteering opportunities for ambassadors. The amount of time you are prepared to commit is up to you. Below are some of the things you could choose to be involved in as an ambassador. You will never be asked to do anything you do not feel confident about and there will always be support available.

- Talking and networking with other parents.
- Help organising and attending parent/carers events or coffee drop ins with speakers in your local area.
- Ensuring surveys and consultations to gather members' views are promoted in your area and encouraging parents/carers to respond.
- Give presentations to promote the work of the EYPCF in your area

- Put forward ideas for speakers or events in your area generated by local parents/carers

3. **What do we expect from you?**

- To report any feedback from local parents/carers to the co chairs.
- To keep the steering group up to date with any developments in the local area.
- To contribute ideas, views and suggestions for events and networking in the local area.
- To attend steering group meeting on request
- To respect confidentiality of the work of the EYPCF as well as personal confidentiality of members.
- To uphold the core values of the EYPCF and represent all parents and carers and not your own child or organisation.
- To be aware of the importance of safeguarding children and vulnerable adults.
- To attend any meetings you have agreed to attend or communicate your absence to the chair and try to arrange cover.
- To make an active contribution in a way that works for you and supports the EYPCF.

4. **Where will I be volunteering?**

As EYPCF ambassador your work will be based around your chosen local area.

5. **Expenses**

In general, reasonable costs will be reimbursed that are incurred as a direct result of the EYPCF activity:

- Travel to and from the place of the EYPCF activity
- Travel whilst on agreed EYPCF business
- Meals taken during EYPCF activity (not alcohol)
- Replacement care of dependants including children.

6. **Do you need any qualifications?**

You do not need any qualifications to volunteer with us. You need an interest in SEND perhaps with a child, grandchild or relative with SEND or experience in the SEND sector. You do not need to have detailed knowledge of SEND as you will learn this as you volunteer. You do need enthusiasm, willingness to learn, keenness to network and engage with parents/carers to make a difference.

If you do have any special skills that you feel could support our work such as IT, communication, PR, HR then please tell us about them.

7. Support and policies

The EYPCF has full range of policies which you will be made aware of at your induction. This includes a volunteer policy that explains how we support our volunteers.

8. How will my volunteering make a difference?

EYPCF runs entirely on volunteers except for a small amount of paid admin support. With our volunteers support on the steering group we can :

- Reach out to more parents and carers with children with SEND and make their voice heard
- Empower more parents/carers with the knowledge to get the very best support and resources for their child.
- Ensure gaps in services are identified and new services to meet the needs of parents/carers are commissioned.
- Gather the views, feelings and ideas from parents/carers
- Ensure that parents/carers are represented on all relevant meetings where their voice should be heard.
- Really make a difference for families with children and young people with a disability.

9. How will I benefit?

Volunteering with us has many benefits for you.

- Opportunity to network with other parents/carers, make new friends.
- Learn a range of new skills
- Improve your own knowledge of SEND and services to benefit your family
- Build your confidence
- Improve your future job prospects.
- More importantly to have fun!

Role Description created Sept 2019