



## **Administration Support**

### **for South East Region Network of Parent Carer Forums**

The Network of Parent Carer Forums of the 19 Local Authority areas across the South East of England is seeking a motivated individual to provide a range of administration support to the Steering Committee and the Region's representative to the National Network of Parent Carer Forums.

This role requires flexibility and you will need to adapt to the changing requirements of the region; in particular with how meetings are held. The main responsibilities will be to organise the regional meetings; keep updated contact lists; and ensure the flow of information between the forums; the regional representatives; along with other project work for the region and must have a strong knowledge of MS Office/Teams.

A claim of up to 24 hours per month in arrears at the rate of £15.00 per hour may be made for providing this service. The individual will be responsible for their own tax that may arise from providing this service. The initial contract for the service provided will be for six months. This service is not compatible with any other regional role.

If you are interested in providing this service please email a covering letter and CV to Sarah Clarke on [southeast@nnpf.org.uk](mailto:southeast@nnpf.org.uk) no later than Tuesday 5<sup>th</sup> May 2021. Interviews will be held via MS Teams in May. It is hoped that the successful applicant will be available to start in June.

If you would like a conversation about the role before applying please email [southeast@nnpf.org.uk](mailto:southeast@nnpf.org.uk)