Parenting Special Children

JOB DESCRIPTION and PERSON SPECIFICATION

Community Engagement Officer
For Ethnically Diverse Families of SEND children

Nov 2026

This is not an exhaustive document and may change depending on the needs of the organisation. In such an event, any changes will be discussed with employees. Parenting Special Children is committed to promoting equality, diversity, and inclusion in our workforce and welcomes applications from all sections of the community.

JOB DESCRIPTION

Job Title:	**Community Engagement Officer** **For Ethnically Diverse Families of SEND children**
Job Purpose:	To develop and deliver accessible, welcoming and culturally sensitive opportunities for families from ethnically diverse communities who have children with Special Educational Needs and Disabilities (SEND). The postholder will build relationships with local communities, organise monthly coffee mornings and family events, and recruit, support and train volunteers from diverse backgrounds to help families feel welcomed, understood and connected.
Main Location:	Reading (with some travel to community venues)
Accountable to:	Service Manager
Reporting to:	**INTERNAL** Service Manager Colleagues as required Volunteer Peer Supporters **EXTERNAL** Venue Managers and Staff Community Contacts Local services and organisations
Responsible for (staff):	Volunteer Peer Supporters
Hours per week:	10 hours a week, term time only
Length of role:	Dependent on funding Completion of a satisfactory probationary period
Hourly Rate:	£13.25 per hour Business travel is paid at the National Minimum Wage

Reviews:	Supervision: As required, a minimum of two formal supervisions annually Appraisal: Annually
Training:	Staff will receive training for their role as part of their induction process. Additional training will depend on discussion with the Service Manager**.**
Personal and Professional Development:	Areas identified during Supervision meetings that offer opportunities for Personal and Professional Development will be discussed and acted upon, according to the needs of Parenting Special Children
Additional:	To undertake such other duties as may be reasonably requested by Trustees or managers in order to further the objectives of Parenting Special Children.
Main Tasks and Responsibilities:	● Plan, organise speakers, book interpreters if needed and facilitate monthly coffee mornings for families of SEND children from ethnically diverse communities in Reading. ● Promote the coffee mornings through community networks, local organisations and other appropriate channels. ● Build relationships with families and identify barriers that may prevent them from accessing support. ● Coordinate and develop a network of volunteers from diverse ethnic and cultural communities, providing induction, training, guidance and ongoing support. ● Empower and encourage volunteers to use their lived experience, skills, languages and community connections to offer peer support, share information and help other families with children with SEND in their own communities. ● Organise and promote an annual family event for SEND children and families from ethnically diverse communities in Reading. ● Develop links with local community organisations, faith groups, schools and other relevant services, for promotion of charity's services within ethnically diverse communities. ● Help identify gaps in provision and barriers experienced by families from diverse backgrounds. ● Maintain appropriate records of activities, collect feedback and contribute to monitoring and evaluation reports. ● Attend supervision and team meetings as required. ● Evaluate monthly coffee mornings and provide data for reports eg. parent surveys

PERSON SPECIFICATION

Essential

Experience and Knowledge

- Lived experience of parenting or caring for a child with SEND.
- Experience of working with ethnically diverse families, communities or voluntary organisations.
- An understanding of the challenges faced by families raising children with SEND.
- Experience of organising activities, groups or community events.
- Experience of building positive relationships with people from different backgrounds and cultures.
- An understanding of equality, diversity and inclusion.

Skills and Abilities

- Excellent interpersonal and communication skills, with the ability to engage people from diverse backgrounds.
- Ability to create a welcoming, inclusive and non-judgemental environment.
- Good organisational skills and the ability to plan and coordinate activities and events.
- Ability to recruit, motivate and support volunteers.
- Ability to work independently and as part of a team.
- Good record-keeping and basic IT skills.

Personal Qualities

- Warm, approachable, empathetic and non-judgemental.
- Culturally sensitive and respectful of different beliefs, values and experiences.
- Enthusiastic about community engagement and inclusion.
- Flexible, adaptable and able to respond to changing family and community needs.
- Committed to the charity's values and the rights and needs of children and families.

Legal requirements

- Meet all the requirements of an Enhanced DBS check
- Have permission to work in the UK
- Two satisfactory references

Desirable

- Experience of recruiting, training or supporting volunteers.
- Experience of working within the voluntary or charity sector.
- Knowledge of local SEND services and support networks.
- Experience of safeguarding and working with vulnerable children and families.