



Role Description

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| Directorate | Children Education and Families |
| Role Title | Volunteer Public Relations |
| Responsible to | Parent Partnership Officer |
| Role Purpose | To attend locality groups and events to raise awareness of the Service. |

| Tasks and Responsibilities |
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| <ol style="list-style-type: none"> 1 To contact event organizers and locality groups to raise awareness of the Service 2 To attend events and locality groups to raise awareness of the Service by issuing leaflets, populating the Thurrock Parent Partnership Service display stand. 3 To attend events and locality groups to raise awareness of the Service by discussing with parents carers and professionals what the service can offer. 4 To distribute Thurrock Parent Partnership Service leaflets and posters to various venues across the locality and be responsible for ensuring supplies are maintained and posters are displayed. 5 To actively promote the Council's Equal Opportunity Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place. 6 To ensure full compliance with the Health and Safety at Work Act 1974 etc., the Council's Health and Safety Policy and all locally agreed safe methods of work. |
| Skills and experience |
| <p>Ideally, a will have a willingness to learn about Special Educational Needs or have previous experience of caring or supporting a child with Special Educational Needs.</p> <p>Someone who has good communication skills and the ability to build parents confidence.</p> <p>Other skills we will be looking for are Reliability and trustworthy, Confidentiality and commitment</p> |



The Commitment

You can volunteer flexibly with mutually agreed hours, but typically during school term times only.

The Councils commitment to Volunteers

The Parent Partnership Service provides all volunteers with:

- Induction
- Free training
- Travel expenses
- Insurance
- Ongoing support and supervision
- Opportunities to develop and enhance interpersonal skills in communication and negotiation