

**LEEDS PARENT CARER FORUM (LEEDS PCF)
ADMINISTRATIVE COORDINATOR
OCTOBER 2026**

Job Title: Administrative Coordinator
Reporting to: Leeds PCF Chair
Salary: £14 per hour plus holiday uplift
Hours of Work: 10 hours a week in term time (39 weeks a year). Flexible times
Place of Work: Home Based but will need to attend appropriate meetings.
Contract: Initially 12 months with the hope to extend the contract

Leeds Parent Carer Forum

Leeds Parent Carer Forum (Leeds PCF) is Group of committed volunteer parent carers who are reaching out and engaging with families who have children with additional needs to ensure they have their voices heard at the very highest level within Leeds City Council. The Forum represents parent carers voices and works collaboratively with the local authority to ensure future strategy and policies have families' needs at the heart of them. This role is a fantastic opportunity for the right candidate to support Leeds PCF to help it do that important work effectively and help it move into a new exciting stage of its development.

This role will support the delivery of Leeds PCF by providing administration and coordination of projects and events for Leeds PCF's steering group. This role is hosted by SNAPS, a local charity that supports children with additional needs and so the successful candidate will be employed by SNAPS but with a remit to solely support Leeds PCF's delivery.

Role Summary:

This is a flexible, homebased role for someone who enjoys keeping things organised, communicating clearly and helping a small group of dedicated parent carers work more effectively. You will play an important part in making sure Leeds PCF can improve outcomes for children with additional needs and their families across Leeds.

The Right Candidate:

We are looking for someone who loves getting things done! An individual who finds joy in getting processes in order and supporting a team in a wide variety of administration tasks. They must be a self-starter who can work effectively at home, whilst also engaging and communicating with a variety of team members at a distance as well as being a welcoming point of contact for enquiries from parents, carers and organisations.

Benefits:

Holiday Uplift in Pay - As this role is term time only, you will receive a holiday pay uplift as part of your pay. This means that you should not normally take time off during school term time, apart from exceptional circumstances when

this has been agreed in advance with your line manager. Any time taken off in term time will be unpaid unless you have swapped weeks for working some of the allotted holiday weeks. Holiday should therefore be taken during school holidays wherever possible.

Supportive & Flexible Employer – We have made this role term time only (39 weeks a year) to make this role more accessible to parent/carers who have caring responsibilities. We understand that work is just part of someone's week and that family comes first. We support our employees to find a good work life balance as well as offering wellbeing opportunities within the organisation.

Homebased, Flexible Hours – This role can work around your other commitments in the week, but we would like some cover throughout the week rather than all in one day.

Being Part of a Small but Committed Team – We are a dedicated group of people who support each other to do the best we can for the families we advocate for.

Making a Difference to Children with Additional Needs and Their Families – Leeds PCF is an incredible Leeds based organisation that is working hard to ensure parents and carers with children with additional needs have their voices heard at the highest level to ensure positive change that will deliver better outcomes for those children and their families. This role is crucial in ensuring the smooth running of the organisation.

Job Purpose

To develop the capacity of parents and carers within Leeds to influence services for SEND children and their families by working with parents and statutory and voluntary agencies. The key purposes of the role will be:

- To be the initial point of contact and carry out administration tasks for Leeds PCF
- Providing support, information and administration of activities to assist parent participation in the local area.
- Encouraging information sharing between parent representatives and a wider parent carer audience
- Actively promote parent participation within the area and seek available opportunities for the parent carer forum to be involved in.
- Arrange and support training for parent representatives.
- Increase and maintain the membership of the forum.

How to Apply

For more information or to apply please contact lucy@snapsyorkshire.org for an application form. The closing date for application is Sunday 25th October 2026.

Main Duties

To work with the Steering Group of Leeds PCF, to develop and maintain Leeds PCF. The following tasks will be required:

- To provide general administrative support to the steering group, including minute taking, organising meetings, and monitoring and replying to Leeds PCF's email account
- To be the main point of contact for enquiries, new members and to maintain an accurate membership database.
- To coordinate the consultation/participation requests from Leeds' statutory services
- To maintain and update a contacts list of schools, professional and other organisations within Leeds.
- To reach out to other parent carer support groups, to ensure Leeds PCF is advertised to these groups.
- To liaise with parent carer representatives regarding availability to attend meetings and to collect and forward expenses claims and feedback reports.
- To help the steering group promote and advertise the forum.
- To organise local participation events including coffee mornings, workshops and drop ins.
- Occasional working evenings and weekends to support events.
- To develop and send out regular communications, via a newsletter, monthly roundup, and web updates.
- To liaise with and support the steering group in writing agendas and taking minutes for meetings and to send these in a timely manner, at least 7 days prior to a steering group meeting.
- To liaise with and support the steering group in writing policies and to maintain, review and monitor these policies.
- To support the Steering Group to produce surveys using an online tool and to promote these using website, emails, and social media. Exporting the information from the survey so that key information can be presented to Local Authority and Health professionals.
- To research, coordinate and book training opportunities and other activities for individuals and groups of parent/carers to develop self-confidence and enhance participation and user involvement.
- To collect feedback and highlights of meetings from parent carer representatives and publish on website and social media with steering group approval.
- Design promotional material for the forum such as posters and literature.
- Source providers for promotional materials for Leeds PCF and liaise with providers to deliver suitable materials such as banners, pens and leaflets as necessary.
- Support the Steering Group and SNAPS to produce reports for contract monitoring using Microsoft Office and prepare presentations using PowerPoint.
- To carry out any other duties that are within the scope, spirit and purpose of the position as required.

Person Specification

The person appointed will be expected to have the key essential skills, knowledge and experience listed below. The items under the heading 'desirable attributes' will also be useful for the post holder. However, candidates who do not have these desirable attributes should not be deterred from applying.

Job Title:	Leeds Parent Carer Forum Administrative Coordinator
Essential skills, knowledge, and experience	Knowledge and experience of the issues and concerns that affect families who have SEND children e.g., benefits, leisure provision, education, respite care.
	Ability to communicate clearly with a wide range of people including parents, children, social workers, health professionals and colleagues from other voluntary and statutory organisations.
	Strong interpersonal skills demonstrating diplomacy, tact, influencing and assertiveness.
	An ability to exercise confidentiality and discretion
	Demonstrates a patient and collaborative approach to problems
	Ability to produce clear and concise written material which is accessible to a wide range of audiences
	Excellent organisational and administrative skills e.g., familiarity with Microsoft Office programmes, good time management, ability to record and maintain accurate and up-to-date information.
	Ability to work flexibly to meet the changing needs of the Forum
	Demonstrates excellent customer care.
	Ability to work on a variety of projects at any one time and work to deadlines.
	Ability to manage a small budget with the support of SNAPS Finance Manager.
	Ability to work in a small, busy team and to maintain effective communication with this team.
	Self-motivating. The person appointed will receive direction from the PCF Steering Group but will also be expected to work on their own initiative and will need to feel comfortable with this.
	Commitment to equal opportunity practice.
Desirable skills, knowledge, and experience	Experience of working with and supporting families who have disabled children.
	Knowledge or experience of consultation processes; understanding of the principles of participation and how to effectively engage parents of disabled children.
	Networking skills. An ability to motivate and enthuse others.
	Demonstrable administration experience in a fast-paced environment.
Competencies	Accountability: Delivers work on time to agreed standards
	Delivering results: Understands the importance of targets and objectives
	Teamwork and collaboration: Shares knowledge and experience with the team
	Relationship building: Helpful, professional, and approachable in working with others

The appointment will be subject to an enhanced DBS check and reference checks.