



National Network of Parent Carer Forums
'Our Strength Is Our Shared Experience'

NNPCF Steering Group – Application Form

Selection for NNPCF Regional Steering Group Representatives

The NNPCF Steering group is made up of Regional steering group representatives who are selected for a three year term.

Regional representatives are selected through a process to ensure the regions have ownership of the selection process, that candidates are clear about the role, and that where there is more than one expression of interest a fair and transparent process is conducted to select a successful representative.

A role description and competency framework has been developed for the role of regional representative, and prospective candidates need to consider whether they meet this role profile, or are willing to work towards developing the skills that are part of this. We would welcome parent carers from diverse backgrounds and minority groups to consider their potential for nomination, as we want to ensure that the NNPCF steering group is as representative as possible.

Consideration also needs to be given to the time commitment for representatives. The minimum requirement will be for parent carers to be able to commit to at least 23 days per year of active involvement, but there is often additional work in terms of reading, communication, and liaison.

There is an honorarium associated with the role, in the amount of £3,300 per annum. Individuals are responsible for considering this likely impact this may have on their other income (e.g. if in receipt of benefits / for tax purposes) 80% attendance is expected for the remuneration and informing any necessary agencies of this.

The Steering group have agreed the process for selection will be as below:

- Local Forums consider if they have a parent carer they would like to support the nomination of.
- Interested individuals to submit their letter of interest demonstrating how they meet the role profile, and ensure that as per the protocol, they meet the standard criteria (i.e. are active members of their own forums and have links with other parent carer forums) and can demonstrate the support of their forum for their application. Each Local Parent Carer Forum to only nominate

one individual. The letter of interest should be submitted to the NNPCF Programme Officer.

- Two other forums within the region who do not have nominated individuals from their forum to nominate parent carers to be part of the selection panel, alongside a third panel member agreed by the NNPCF Steering Group.
- A maximum of three shortlisted candidates to be invited to a selection interview, and the candidate who most successfully meets the criteria to be invited to become the regional representative.

SUMMARY - Election of NNPCF Regional Representative

1. Local Forums invite members to put in expression of interest
 2. Local Forums shortlist own members to 1 candidate through internal process
 3. Individual will submit their letter of interest within the timescale agreed, endorsed by their local forum
 4. Nominees will be shortlisted by the selection panel to 3.
- The selection panel will consist of 2 parent carers from forums who have not nominated a representative alongside a third panel member agreed by the NNPCF Steering Group.

We appreciate that individuals may have some views about this process, and feel a voting system may have been a preferred method. However in the search for a consistent process across this regions, the Steering Group believe this is an equitable and fair process and that this method ensures that the selection process remains firmly embedded within the region, and that individuals are very clear what they are committing to, and that the Steering Group Representatives are able to meet the likely demands that will be placed on them.

ROLE DESCRIPTION

The regional representative will demonstrate the ability to:

- Promote and support the work of the NNPCF within the framework provided by the Network's vision and objectives.
- Work collaboratively with colleagues across the regions, building positive working relationships in a constructive and consultative environment, looking

for and acknowledging the contribution of others and valuing the contribution of the team.

- Collaborate with colleagues to define and articulate strategies to achieve the vision of the NNPCF.
- Influence stakeholders positively, in order to achieve results that are in the best interest of the NNPCF.

Main Responsibilities:

- Contributing to the delivery of associated performance targets / KPI's.
- Upholding the values and principles of the NNPCF.
- Maintaining a solutions-focussed approach to work at all levels.
- Representing parent carers at a range of stakeholder events both regionally and nationally.
- Working proactively with a diverse range of stakeholders from across all sectors to support the delivery of NNPCF priorities.
- Supporting NNPCF's commitment to drive the areas of equality and diversity.

Working with National Steering Group

- Attending National Network meetings (a minimum of 10 per year)
- Working closely with the co-chairs and the NNPCF representatives in identifying opportunities and instigating new proposals to support and enable the NNPCF to raise its profile and effectiveness in its leading role in achieving the continuing improvement of policies and services affecting disabled children, young people and their families.
- Working closely with the co-chairs and representatives of the NNPCF to develop and maintain best practice across the organisation promoting a culture of continuous improvement.
- Providing feedback to the Steering Group about regional developments and challenges.
- Being willing to represent the NNPCF at national events, and steering groups, and meetings.

Working with local forums and regional partners

- Building positive relationships with Parent Forums across the relevant region, and acting as a link to promote shared learning and good practice.

- Supporting the opportunities for Regional forums to meet termly. This could be carried out through informal meetings, training events or more formal conferences, in partnership with the organisation supporting parent participation.
- Distribution via email of communications sent by the NNPCF Communication Group, including alerting members to the Steering Group headlines (on the website) and requests for information.
- Providing regular regional updates which highlight key issues for local areas which could be shared with the Department for Education to ensure they remain alert to key issues and concerns.
- Collating regional responses to feedback to the NNPCF to inform a national response to a range of requests including consultation, existing and emerging policy and feeding back resulting outcomes.

COMPETENCIES FRAMEWORK FOR NATIONAL NETWORK REPRESENTATIVES

1. Personal Experience

Knowledge and Understanding of issues and experiences relating to parenting disabled children and young people and the services that effect them.

- 1.1 Personal experience of parenting or caring for a disabled child as the primary carer.
- 1.2 Strong and proven understanding of a range of parent carer experiences.
- 1.3 Ability to discuss complex issues relating to disabled children and their families and how these impact on the relevant services.
- 1.4 Ability to use examples from own experience in a balanced and constructive way.
- 1.5 Ability to bring detailed examples of parental experience from local regions.
- 1.6 Ability to positively engage with parent carers, service providers and decision makers from both statutory and voluntary sector organisations, and be able to evidence and demonstrate a track record of working in partnership with key agencies.

2. Participatory and Decision-Making Skills

Ability to contribute to the development of the Network in a focused and professional manner.

- 2.1 Have a clear understanding of the agreed outcomes sought by the NNPCF as informed by local forums and families.
- 2.2 Demonstrate constructive influencing and negotiation skills.

- 2.3 Welcome a team approach and contribute to a positive working relationships with both colleagues and partners from across all sectors.
- 2.4 Actively and constructively participate in decision making and accept shared responsibility for decisions reached.

3. Collaborative and Effective Communication Skills

The ability to communicate effectively with a range of partners.

- 3.1 Build the trust and confidence of all parties involved with the work of the NNPCF and external partners.
- 3.2 Ability to express themselves clearly and succinctly, to all parties.
- 3.3 Ability and willingness to listen to all contributors.
- 3.4 Ability to engage with partners from a range of backgrounds.
- 3.5 Ability to contribute to a solutions focussed approach to discussion and decision making.

4. Integrity and Valuing Diversity

The ability to behave in a fair, balanced and non-discriminatory manner, which recognises and accepts differences and diversity. Demonstrating a calm and non-confrontational manner and respect for the confidential and sensitive nature of information discussed.

- 4.1 Treating all people with equal respect, irrespective of ethnicity, gender, disability, age, sexual orientation, religion or belief.
- 4.2 Upholding confidentiality at all times.
- 4.3 Demonstrating a calm and non-confrontational manner at all times.
- 4.4 Giving and receiving constructive feedback.
- 4.5 Demonstrating at all times a level of sensitivity and empathy reflective of the nature of issue being discussed.
- 4.6 Listening to and working collaboratively with colleagues and partners.
- 4.7 Acknowledging that all NNPCF members have diverse but equal contributions to make.

Roles

The current structure is that there will be a total of 10 representatives on the group, a Programme Officer and support from the Participation Director of Operations:

- The representatives will have specific roles to ensure the continued and positive development of the Network.
- Ten of the representatives will have regional roles which will focus on their engagement and communication across their agreed area.

Attending National Meetings

It is agreed that opportunities to attend meetings at a National Level will be offered to all representatives on a fair and equitable basis. When identifying the most suitable individual to attend consideration will be given to the following:

- Areas of particular expertise or interest as indicated on representative's individual audits.
- Previous or existing relationships with the said sector.
- Availability.
- Capacity to commit if part of an going working group.

Whenever possible the NNPCF will provide two representatives to attend National meetings. Agreed reasons to promote this model:

1. It follows good practice, as can enable range of different experiences/ages/diagnoses to be represented.
2. It acknowledges the nature of our carer roles, and guarantees that at least one parent will attend despite family issues.
3. It ensures that examples and experience from more than one region is offered, demonstrating our 'national' capacity.
4. It recognises differences in personality and styles and therefore having two demonstrates a range of responses and views, as found in all forums.
5. Helps to have two people listening to what is said, contributing and providing joint feedback, so that we can have confidence that considered responses are made and feedback, and no personal agendas are forwarded. We all have personal upset triggers or interests and this approach brings in systemic balance which builds NNPCF credibility

The two representatives would both attend the meeting but one rep would be appointed as the lead and would agree to undertake some additional responsibilities both prior to and following the meeting. These may include:

- To collate and review relevant material prior to meeting and where possible gain views from colleagues or forums – providing examples and details from regions other than own.
- To support the co-representative to enable them to contribute positively and constructively to meeting.
- To provide consistent timely and accurate joint feedback about meetings and delegated work agreed with whole group to NNPCF and local groups as necessary. Responsibility to deliver joint feedback on time.



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PRO FORMA LETTER OF INTEREST

Name	
Address	
Telephone	
Email	

Please provide details of the local parent carer forum you are a member of

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Do you currently hold an officer role in your forum? Yes / No

If so, what is it?.....

Please detail how you feel you meet the requirements that enable you to be an effective representative for the NNPCF: (When completing this section, please review the requirements and provide information about how you feel you meet these, and provide examples of your current involvement in both your local forum, and any regional activity or involvement you have which means you also have knowledge of forum issues other than your own.

A large, empty rectangular box with a thin black border, intended for the user to provide detailed information about how they meet the requirements for being an effective representative for the NNPCF. The box is currently blank.

Please confirm that you agree to feed back about any activities, meetings or events that you attend on behalf of the NNPCF and will abide by the governance structures of the NNPCF:

Signed..... Date.....

Endorsement from your local Parent Carer Forum:

Chair / Co-chairs name:

Contact details:

Please confirm if your parent carer forum endorses the nomination of the above named individual to be a representative for the NNPCF.

Yes / No

Comments.....
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Signed..... Date.....