

RECRUITMENT OF AN UMBERELLA ORGANISATION

Richmond Parent Carer's Forum are seeking an umbrella organisation who can support the work of Parent Volunteers and the wider membership.

Purpose

To assist the Steering Group with the daily administrative functions of the Richmond Parent Carer's Forum to ensure the smooth running of the organisation in line with agreed strategies.

What the Forum needs:

- An organisation who are able to manage the day to day communications with members, partners and the Steering Group
- Monitor the budget and assist with grant monitoring and submission
- Process claim forms, invoices etc (the funding for this will be held by the Richmond PCF and not with the Umbrella Organisation)
- Help prepare and monitor and alert the need for review of all policies and procedures for the Steering Group
- Support the Steering Group in the Preparation and distribution of a termly newsletter
- Attend Steering Group Meetings (on average 10 per year), taking minutes and distributing
- Set up and maintaining a membership database
- Registering as Data Holder for the Forum
- Photocopying, printing and general admin duties as required such as mailing newsletters, typing up monitoring forms, sending out membership forms etc
- Updating the website

The PCF are looking for:

An organisation with a similar ethos who are reputable and have the existing infrastructure to carry out the tasks outlined above.

Attitudes and values needed:

- Committed to helping Parent Carer's have a voice.
- Non-judgemental
- Commitment to equal opportunities practice i.e. will challenge discrimination and prejudice.
- Reliable
- Respecting of others regardless of circumstance.
- Interested in helping forum members develop new skills
- Able to adhere to all Richmond Parent & Carer Forum policies
- To always respect confidentiality

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