

## Kingston SEND Parent Carer Forum

### Administration Support

#### **Requirement:**

Administration support organisation to assist the Kingston SEND Parent Carer Forum

#### **Overview:**

The Kingston SEND Parent Carer Forum Steering Committee [PCF-SC], on behalf of the wider Kingston SEND Parent Carer Forum [PCF], is seeking an ‘umbrella’ organisation which can support the communication, finance and administrative work of its membership.

The PCF is a representative group of parent-carers that work in partnership with the local services, education, health and other service providers in Kingston to ensure they meet the needs of children and young people with additional needs and/or disabilities (defined as children and young people with Special Educational Needs/Disabilities [SEND]) and the needs of their families. All members of the forum are volunteers who offer their time, efforts, skills and experiences to helping children with SEND to have access to appropriate services in order to reach their potential and achieve the best possible future.

The PCF is supported by the National Network of Parent Carer Forums [NNPCF]. It is managed by an elected steering committee and it is looking to appoint an umbrella organisation to help oversee its administrative functions to ensure the smooth running of the forum, in line with its agreed aims/objectives, with requirements as outlined below.

The successful organisation is likely to be a charity, will hold a similar ethos (inclusion and community focus) as the Kingston Parent Carer Forum but need not work in the same field, i.e. children, SEND etc.

#### **Roles/Responsibilities:**

We are looking for an organisation/company that:

1. Helps the PCF-SC to manage communications with core target audiences, including Kingston parent carers and local authority/services staff by:
  - a) Overseeing an update to the existing PCF website and ongoing administration for a maximum of c. 2-4 hours per month i.e. updating the calendar of events and uploading minutes/communications. *Note: this does not need to be performed directly by the organisation itself and can be sub-contracted*
  - b) Keeping a register of PCF members, ensuring compliance with GDPR and all Data Protection regulations. Registering as the data holder for the forum
  - c) Support the steering committee in the preparation and distribution of newsletters and communications

2. Manages and oversees the committee's finances, including:
  - a) Holding a bank account on behalf of the PCF-SC and managing the organisation's finances and related administration. *The PCF-SC will hold its own Petty Cash Box of £500*
  - b) Producing accurate accounts of all income and expenditure for presentation at the Annual General Meeting (AGM). *Note: steering group is expecting c. £15,000 total funding per year with relatively modest number of transactions*
  - c) Monitoring the budget and assisting with the grant application
  
3. Supports with light administration on behalf of the committee, including:
  - a) Attend meetings (an average of 10 a year) and taking accurate minutes.
  - b) Maintaining and following up a committee actions log.

*Desirable*

- c) Helping with event management (approx. 2-3 a year)
- d) Supporting with other related tasks or added value activities i.e. surveys
- e) Previously successfully operated as an umbrella organisation

**Application & Next Steps:**

We are looking to invite bids from interested organisations who feel they can meet the above outlined criteria with a view to agreeing to a rolling annual contract, ideally starting from 1st March 2020.

Submitted bids should honourably reflect the experience and skillset of the organisation and its proposal. The PCF has a maximum affordability threshold of c£7,000 however the remuneration to the successful organisation will depend on the experience, skills and services it can offer.

*NOTE: The PCF-SC reserve the right to reject bids that exceed its upper affordability threshold.*

Please provide

- a) Details of your organisation, including registered address, charity number (if applicable), and contact name / details etc.
- b) A short response against the 3 areas of requirement (communications, finances, administration) outlining how you aim to meet them.
- c) A short response outlining how/if you will meet the 'desirable' requirements and what, if any, added value you may be able to bring.
- d) A total proposed cost for your bid (with indicative breakdown of prices where possible).

For further information or to enquire about the opportunity please contact our fledgling Kingston SEND PCF team using email [kingstonpcf@gmail.com](mailto:kingstonpcf@gmail.com). We will endeavour to acknowledge your contact within 48 hours.

The tender opportunity will close on at 12 noon on Monday 10<sup>th</sup> Feb 2020.