



Bristol Parent
Carer Forum
Shaping the Future *Together*

Trustee Invitation Pack

Shaping the future together



Table of Contents

- 1** Getting to know us
- 2** The organisation
- 3** Our Members
- 4** Co-Production
- 5** Other groups we work with
- 6** The role of a trustee
- 7** The skills we are looking for
- 8** Sarah's story
- 9** How to apply

Getting to know us

We are a registered charity based in Bristol, primarily run by volunteer parents who care for children with special educational needs and disabilities (SEND). Our mission is to provide information and support to all families, regardless of their child's specific needs or diagnosis. We offer guidance and connections to families, helping them navigate the complete spectrum of local support options available.

Being parent carers ourselves, we deeply understand the significance of amplifying every family's voice. Our dedication lies in actively listening to families, ensuring that their insights and experiences shape the considerations of service providers. Together, we aim to craft a brighter future.

Collaborating closely with local SEND services spanning Education, Health, and Social Care, we work to ensure that their offered support and services align seamlessly with the requirements of local families. Our goal is to ensure that children and young people can access the appropriate assistance at the right moment and in the most fitting manner

VISION:

Our vision is to empower families, enabling them to access timely and suitable support that aligns with their unique needs. We envision a future where navigating SEND processes is seamless and stress-free. A journey that's smooth both for services and families. We aspire to provide families with the resources and assistance they require, instilling them with the confidence to navigate their path ahead with unwavering trust.

MISSION:

We want families to feel confident, included and in control of their own lives. This means having access to education tailored to children's individual needs, schools equipped to support them, helpful and timely advice from health and mental health services, as well as comprehensive information about available support and services spanning diverse communities within Bristol.



Our Structure

Roles and responsibilities at Bristol Parent Carers

Board members, who are volunteer parent carers, hold the responsibility for the charity's overall governance. They contribute their expertise and guidance to aid and oversee decision-making processes. Our meetings, held six times annually, alternate between online and in-person sessions.

Trustee Role FORUM CHAIR	Vacant Trustee Role FORUM VICE CHAIR	Vacant Trustee Role COMMS LEAD	Trustee Role FORUM TREASURER
Trustee Role TRUSTEE	Vacant Trustee Role TRUSTEE	Vacant Trustee Role TRUSTEE	Vacant Trustee Role TRUSTEE

Volunteer parent carers actively participate in our Steering Group (STG), where they provide input, offer insights on the charity's operations, and engage in decision-making on matters delegated by the Trustees. We convene every four weeks, usually online via Teams.

Steering Group Member FORUM CHAIR	Steering Group Member FORUM TREASURER	Steering Group Member BPC TRUSTEE	Steering Group Member BPC STAFF
Steering Group Member BPC STAFF	Steering Group Member BPC VOLUNTEER	Steering Group Member BPC VOLUNTEER	Steering Group Member VACANCY
Steering Group Member VACANCY	Steering Group Member VACANCY	Steering Group Member VACANCY	Steering Group Member VACANCY

Through the collective efforts of parent carer volunteers and staff, we work towards achieving our charity's objectives. This includes fostering Co-Production, driving Internal Development, offering Peer-to-Peer Support, providing Direct Delivery, and cultivating Strategic Partnerships.

Bristol Parent Carers Volunteers and Staff

30 VOLUNTEERS & 4 STAFF WHO ARE ALL PARENT CARERS

Within our network of volunteer parent carers, Friends of the Forum (FoTF) play a vital role in actively championing the charity's objectives. Unlike regular volunteers, FoTF members have the flexibility to contribute to non-confidential work based on their availability and interests. They are not bound to regular volunteer days and times, allowing them to engage as it suits them.

Bristol Parent Carers Friends of the Forum

10 ADHOC VOLUNTEERS WHO ARE ALL PARENT CARERS

Our members

Who are the people we represent?



At the core of our charity's mission are the individuals we proudly represent - our 3,500 members. They hail from all corners of our community, forming the very essence of our cause.

We stand shoulder-to-shoulder with these families, offering companionship, guidance, and unwavering support. Our commitment to our members is deeply rooted in a profound understanding of their needs and a sincere belief in the transformative impact that our charity, in collaboration with local education, health, and social care services, can achieve.

Our membership spans the entire spectrum of SEND and encompasses all areas within Bristol City Council. Notably, 29% of our community represents global majority groups. With a reach of 4000 parents in 2022/2023, we are actively crafting a strategic plan designed to extend our reach to even more communities in 2023/24.

Your collaboration and insights will play a pivotal role in shaping and realizing this significant objective.

Co-production

Helping shape services

At the heart of Bristol Parent Carers lies coproduction, a collaborative approach that actively engages families, professionals, and services. Together, we foster an inclusive and supportive community that understands and addresses the diverse needs of families with children having special needs and disabilities.

Our forum representatives attentively listen to voices during community engagement events, gathering invaluable feedback from parent carers on services for children and young people throughout Bristol City. By involving services in coproduction, we ensure harmonious collaboration benefiting all stakeholders. Understanding service providers' perspectives allows us to develop solutions that benefit families and are feasible and effective for the services involved.

Through this synergy, we cultivate strong partnerships that lead to improved support and services, ensuring families receive tailored assistance. Together, we pave the way for a more inclusive and empowering future for all.

Education

Families and educators collaborate to develop inclusive and effective learning experiences

Health

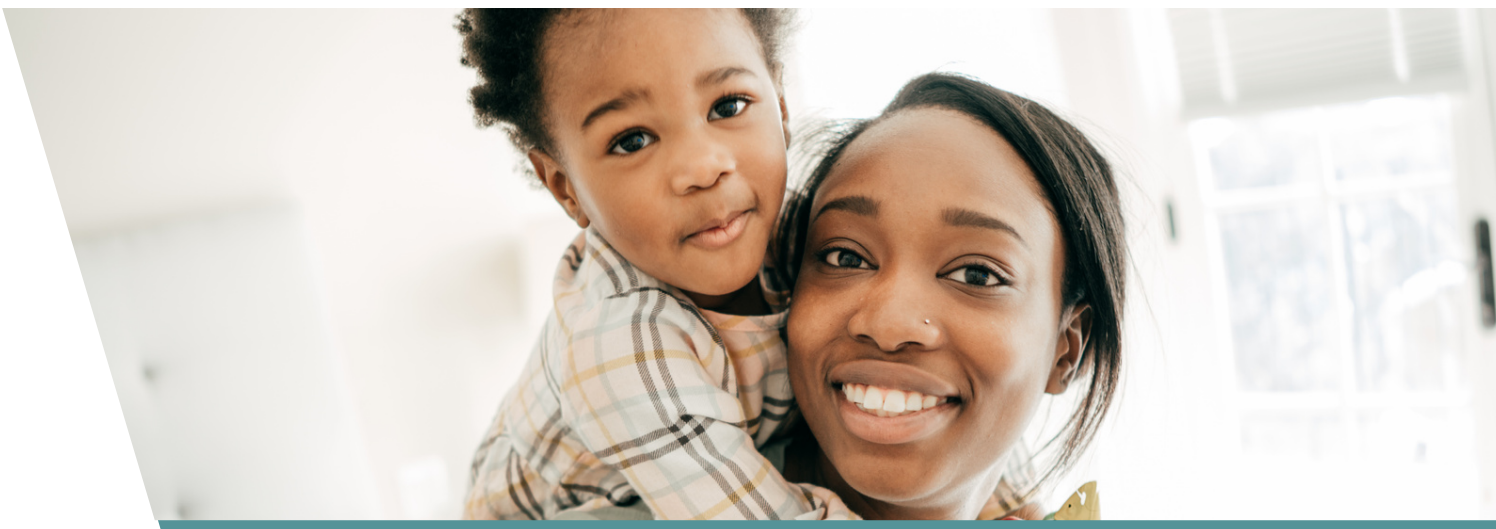
Coproduction fosters a shared decision-making process, ensuring healthcare services meet the unique needs of families

Social Care

Families and social care providers work together to create supportive and person-centered services

Families

Families' feedback drives coproduction, shaping responsive inclusive services and community support



Partnerships

A snapshot of our collaborators

Parent Carer Groups

Autism Independence	Bristol Autism Support
Bristol EHCP Experiences	Extraordinary Links
Incredible Kids	Nothing Special
Murmuration	MENCAP

Strategic Partners

Integrated Care Board	Sirona Health and Care
Local Schools	Bristol City Council
North Somerset & South Glos Parent Carer Forums	National Network for Parent Carer Forums
Contact	SEND and You

The role of a Trustee

We need your help

As a trustee for a charity that supports families with disabled children, you hold the power to create genuine and enduring change in the lives of our community's most vulnerable members. With your expertise, insights, and dedication, you can play a vital role in steering the charity's course and ensuring the successful fulfillment of its mission.

As a board member, you will hold a pivotal role in decision-making, strategic planning, and financial management. Your contributions will be instrumental in shaping the charity's future and securing its longevity, ultimately providing crucial support and services to disabled children and their families. Whether it involves crafting new programs, broadening services, or generating funds, your actions as a trustee will have a direct and meaningful impact on the lives of those benefiting from the charity's efforts.

Furthermore, being a trustee can profoundly enrich your own journey. Embracing this role offers a chance to gain invaluable experience in leadership, strategic thinking, and community development. You'll also seize the opportunity to create a positive influence on your local community and contribute to a cause that resonates deeply with you.

Most significantly, your role as a trustee extends the chance to create genuine change in the lives of disabled children and their families. You'll actively shape the charity's path forward, ensuring its continued provision of vital support and services to those in greatest need. By stepping into this role, you can leave an indelible mark on the lives of disabled children, creating a legacy that will endure for years to come.



The skills we are looking for



As we enter an exciting period of growth we are looking for volunteer Trustees who can bring experience and skills to help strengthen our organisation. We know that the best decisions are made by making sure we have the voices of communities in the room, so we invite anyone interested in joining us to get in touch.

We're open to applications from all individuals who share a passion for our cause. While we have pinpointed certain areas of expertise that could further our objectives (detailed below), we want to emphasize that we value applicants from various backgrounds. Your dedication and interest are just as significant as the skills you may possess.

- **Equity, Diversity and Inclusion**
- **Law**
- **Education**
- **Human Resources**

These specific skills will enhance our ability to achieve the Forum goals but we want to stress that we welcome applications from anyone who shares our dedication. There is more information on the role of a trustee [here](#).

Time commitment

Board meetings are held once a term (6 times a year) and last between 1-2 hours. Trustees generally give an additional 1-2 hours of their time each month to complete actions following each meeting.

Opening new doors

Volunteer Sarah reflects on her role with Bristol Parent Carers.

When first came across Bristol Parent Carers we had not long come out of the pandemic and throughout that 2yr period, I had been trying to get the help my child clearly needed.

I found out about the charity after an interaction with Hayley, the chair of the Bristol Parent Carer Forum. Connecting with Bristol Parent Carers gave me, for the first time, a clear understanding of what is out there for support for my child - and our family. I felt for the first time understood and heard and equipped with the confidence to advocate for my child.

I have a background in Community Comms and, wanting to give something back, I signed up as a volunteer to help the charity engage with members and partners. I was apprehensive at first as I am a single parent of a child with special educational needs and I work full time, I was worried about my ability to offer my time.

However, I am glad I did. Being a volunteer has developed my career and opened new doors for me. I have met with Directors of Local Authorities, been part of strategic decision-making and problem-solved with peers.

The organisation is in an exciting period of change and I am proud that I can be one of the voices that are part of that - because I know, first-hand, that if we don't have effective services we don't create the environment where our children and young people can be the best versions of themselves.



How to apply



Application process

To apply for the role of Trustee at Bristol Parents Carers you will need to:

Fill in our anonymous equalities monitoring form which you can find [here](#) (this is optional).

Download the Trustee application form [here](#) or submit a C.V and cover letter (of no more than two pages) outlining your relevant skills, background and experience. Alternatively, you may like to submit a video of no longer than 3 minutes outlining your relevant skills, background and experience

Applications must be sent to:

info@bristolparentcarers.org.uk by September 10th

If you would like an informal conversation before applying please contact us on the email above or call 07306650222.



www.bristolparentcarers.org.uk

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