

# Strategic Lead Job Pack



## Welcome

Thank you for your interest in the role of Strategic Lead for Family Voice Surrey (FVS). We are a Charitable Incorporated Organisation run by parent carers for parent carers of children and young people with Special Educational Needs and Disabilities.

Our vision is for a society that:

- allows families whose children have additional needs to be heard.
- allows ALL children to thrive and are supported to achieve their dreams.
- celebrates difference and diversity.
- breaks down the barriers faced by children and young people with special educational needs and disabilities.

Family Voice Surrey aims to bring about positive change for children and young people with additional needs and their families, by:

- Giving families a strong collective voice,
- Being a professional, parent carer led organisation.
- Ensuring parent carers are valued as equal partners within the local authority
- Supporting parent carers to understand their rights and choices.



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## About Us



Family Voice Surrey (FVS) is the official parent carer forum for families of children and young people (aged 0–25) with special educational needs and disabilities (SEND) in Surrey. We work in partnership with health, education, social care, and other stakeholders to shape and improve services through co-production and active parent carer involvement.

### We are a parent carer forum



**We champion your needs and rights**



**We are passionate about improving outcomes for your children**



**We are experts by experience because we are parent carers**



**We work together with the local authority to represent your experience**



**We have a say in how local services work do that they improve the lives of Surrey families**

## Our Priorities



### 1 Strengthen Representation and Inclusion

- Complete PCF structure review
- Broaden engagement across communities
- Maintain localised and hybrid events



### 2 Influence System Change Through Co-production

- Finalise guides on Education, Health and Care Needs Assessment, Personal Budgets, Alternative Provision
- Continue co-designing the parent portal
- Engage with Action Card reform
- Education, Health and Care Plan Process Reform



### 3 Support Inclusive Education

- Deliver Year 2 of Partnership for Neurodiversity in Schools
- Expand School Autism Friendly Review
- Support nurture hubs and the reduction of school-based anxiety



### 4 Monitor and Respond to Reform

- Track local government restructure
- Respond to national SEND policy changes
- Embed family voice in all strategic forums attended



### 5 Mental Health, ND and Early Help

- Deliver social care Pathological Demand Avoidance training
- Advance Neurodevelopmental pathway redesign ( subject to funding being available)
- Local Offer Showcase



### 6 Secure Long-term Sustainability

- Family Voice Surrey Review Implementation
- Diversify income streams
- Maintain strong governance and compliance

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**Job Title:** Strategic Lead

**Location:** Office-based (Guildford) however, you will be required to regularly attend in-person meetings and events as required by the business.

**Hours:** 35 hours per week

**Salary:** £38,480 PA FTE pro rata

**Reports To:** Chairperson and Board of Trustees

**Travel Required:** As required – expenses paid

**Closing Date:** 9am 22<sup>nd</sup> May 2026

**Interviews:** 9<sup>th</sup> June 2026

## Role Purpose

The Strategic Lead plays a critical leadership role in developing and guiding the strategic direction of the forum. Working closely with the Trustees, the Steering Group, Communication & Membership Lead, and external partners, the Strategic Lead ensures that FVS's work remains focused, impactful, and driven by the voices of parent carers.

The role balances strategic oversight with practical delivery and relationship management.

## Key Responsibilities

### Leadership & Strategy

- Develop and oversee the implementation of the forum's strategic plan in collaboration with the Trustees
- Establish a steering group to support the trustees in setting the charities direction of travel
- Ensure all forum activity aligns with FVS's vision, values, and objectives.
- Identify emerging trends and opportunities that impact SEND families and respond strategically.
- Represent FVS at strategic meetings and with local and national partners, including Surrey County Council and health services.

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## Partnership Working

- Build and maintain effective relationships with local authorities, health services, education providers, and other voluntary sector organisations.
- Promote co-production as a central principle in service development and review.
- Act as the lead representative for FVS at key partnership boards and working groups.

## Operational Oversight

- Work collaboratively with the staff team to coordinate day-to-day operations
- Ensure staff are kept up to date via effective and timely communications
- Oversee the organisation's contracts with all third-party suppliers and partners.
- Oversee and support the development of the charities workplan and communication plan
- Lead the planning and delivery of major forum events, such as the AGM and Annual Conference.
- Ensure forum projects and events are delivered on time, within scope, and within budget.

## Staff Management & HR Oversight

- Oversee FVS staff development through regular supervision, performance reviews, and training opportunities.
- Oversee recruitment processes to ensure fair, inclusive, and values-based hiring practices.
- Ensure adherence to employment policies, contracts, and procedures in alignment with relevant legislation and good practice.
- Foster a positive and supportive team culture, promoting wellbeing, collaboration, and professional growth.
- Act as a safeguarding lead or support the designated safeguarding officer, ensuring compliance with child and vulnerable adult protection protocols.

## Governance, Financial Control & Reporting

- Support the Trustees in maintaining good governance and ensuring accountability.
- Lead the preparation of reports for funders, stakeholders, and the Trustees and Steering Group.

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- Monitor the impact of forum activity through appropriate evaluation and data gathering.
- Oversee financial planning and control in collaboration with the Treasurer and Trustees, ensuring responsible use of resources.
- Work with the finance officer to review budgets and ensure that any issues are highlighted to Trustees
- Contribute to the development and review of internal policies and procedures to ensure compliance with legal, financial, and safeguarding standards.
- Ensure financial reports and budgets are prepared and reviewed regularly and support long-term financial sustainability.

### Funding & Development

- Identify and pursue funding opportunities to support the forum's sustainability and growth.
- Prepare and contribute to funding applications and reporting requirements.

### Additional Opportunities

As a small and flexible organisation, FVS offers opportunities to contribute to a variety of emerging projects aligned with its mission. You will have the chance to shape and support new initiatives as the organisation evolves.

## Person Specification

### Essential

- Proven leadership or strategic development experience in the voluntary, community, or public sector
- Excellent interpersonal and relationship-building skills
- Understanding of the SEND landscape, including co-production, legislation, and policy
- Strong written and verbal communication skills
- Experience working with a diverse range of stakeholders
- Organised, proactive, and adaptable with the ability to manage multiple priorities

### Desirable

- Lived experience as a parent carer of a child or young person with SEND.
- Familiarity with Surrey's local services, systems, and partnerships.

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- Knowledge of governance and compliance in small charities or community groups.
- Experience in fundraising, project management, or service evaluation.

### What We Offer

- Full training and ongoing support
- Opportunities to develop skills in research, facilitation, and report writing
- Experience of co-produced project work
- A supportive and inclusive team environment
- The chance to make a real difference to autistic children and young people

### Equal Opportunities Statement

We are committed to equality, diversity, and inclusion.

We actively encourage applications from autistic people, people with disabilities, people from all ethnic backgrounds, LGBTQ+ communities, and those with lived experience of autism.

We will make reasonable adjustments throughout recruitment and employment.

Selection will be based on skills, values, and suitability for the role.

### Accessibility Statement

We aim to make this role and recruitment process as accessible as possible.

This includes:

- Offering information in alternative formats
- Allowing extra time for applications or interviews
- Providing questions in advance
- Offering remote or in-person interview options
- Making reasonable workplace adjustments

Please let us know what support would help you.

### How to Apply

Application via Family Voice Surrey's application form (available by email or on our website). CV's will not be accepted.

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Please send applications F.A.O Ruth Hobbs at  
[Contact@familyvoicesurrey.org](mailto:Contact@familyvoicesurrey.org)



Work with us to improve the future of children with disabilities or additional needs. We can't achieve this without your support.

Join us and add your voice to ours. Together, we're stronger.



Family Voice Surrey  
Connect House  
Kingston Road  
Leatherhead  
Surrey  
KT22 7LT

Charity number: 1175460

Tel: 01372 705708

Email: [contact@familyvoicesurrey.org](mailto:contact@familyvoicesurrey.org)

Website: [www.familyvoicesurrey.org](http://www.familyvoicesurrey.org)



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