



AoD Centre for Independent Living, Mo Mowlam House, Clem Atlee Court, London
SW67BF

Job Advert

Job Title: Parent Carer Advocate (Families of Children/young people with Disabilities).

Location: Hybrid Work from home and others as required in Hammersmith and Fulham)

Salary: £31500 per annum (pro rata)

Hours: Part-time – 18 hours per week

Contract: Fixed term for 8 months, with potential for extension

Closing Date: 22nd October 2026 at 12 pm midday or earlier if we receive sufficient applications.

Interviews: By agreement with shortlisted candidates

Start Date: First week of November (subject to DBS checks and references)

About the Organisation

We are a long-established organisation dedicated to supporting families of children and young people with disabilities. We were founded over 25 years ago- a milestone that reflects our enduring commitment to advocacy, empowerment, coproduction, and peer support.

Originally operating under the umbrella of HF Mencap, we became an independent Community Interest Company (CIC) in 2023. Hammersmith and Fulham awarded us with a Civic Honour in April 2025, in recognition of our impact and dedication. Our small but dynamic team works passionately to support parents and carers in navigating the often-complex world of disability services. Through personalised advocacy, accessible information, and regular activities such as coffee mornings training and information sessions, we create safe, welcoming spaces where families can connect, learn, and feel heard.

We play a central role in service development and co-production across our area, ensuring that the voices of parents and carers shape the services their children depend on. From influencing policy to supporting individual families, we are proud to be a trusted source of guidance, strength, and community.

About the Role

Are you enthusiastic about empowering families and ensuring access to the right support? We are looking for a compassionate and experienced **Parent Carer Advocate to support Families of Children/young people with Disabilities.**

Job Summary

- To support and advocate for parents/carers of disabled children aged up to 25 years old and resident in London Borough of Hammersmith & Fulham.



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- To support parents/carers to express their views and wishes regarding the services they receive for their children/young people
- To support parents and carers at relevant meetings for their child
- To promote social inclusion and equality.

You will work from home and in community venues within Hammersmith and Fulham, working closely with families and community partners to reduce isolation, promote access to entitlements, and support informed decision-making.

We are Looking for someone who:

- Has experience providing advice or advocacy to individuals in a community or voluntary sector setting.
- Has a knowledge and understanding of at least **two** of the following areas:
 - ❖ Adult/children social care
 - ❖ Special Education Needs and knowledge of the Children and Families Act
 - ❖ Health (including mental health services, Continuing Health Care)
 - ❖ Housing
 - ❖ Youth services
- Understands the challenges faced by families of children/adults with disabilities.
- Can build trust with diverse communities and communicate clearly and empathetically.
- Can maintain accurate case records and work with safeguarding procedures.

What We Offer:

- Supportive, flexible working environment
- Regular supervision and training opportunities
- The chance to make a real difference in people's lives.

To apply:

- **Please send an up-to-date CV and a short cover letter, addressing all aspects of the Job Description and Person Specification to nandini.ganesh@parentsactive.org.uk**
- **Please include the names of two referees within your cover letter, one of whom must be your most recent line manager.**
- **Please send the cover letter and CV as two separate attachments on your email.**



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Job Description

Job Title: Parent Carer Advocate (For Families of Children/young people with Disabilities).

Reporting to: Chief Executive Officer

Location: Hybrid. Home based and Various venues within Hammersmith and Fulham

Hours: 18 hours part time.

Salary: £31500 FTE

Contract: 8 months Fixed Term (with potential for extension)

Holidays: 28 days plus bank holidays (pro rata)

1. Purpose of the Role:

To provide accessible, inclusive advice and advocacy support to parents and carers of children with disabilities, helping them to understand their rights, access appropriate services, and feel empowered in decisions affecting their families.

The role is accountable to the Chief Executive Officer

Key Responsibilities:

- Individual Advice & Advocacy to parent/carers of disabled children aged 0-25 in the home (as appropriate) and community venues within Hammersmith and Fulham.

Support clients with issues such as:

- Accessing disability-related services
- Education Health and Care Plans (EHCPs)
- Accessing respite, short breaks, or care services
- Housing, transport, and social care queries
- Provide practical advocacy where needed (e.g. support at meetings, writing letters)
- Work in Partnership with other statutory and voluntary organisations to ensure disabled children and their families get the services they want and need.

2. Signposting and Referral

- Maintain up-to-date knowledge of local services.
- Signpost clients to appropriate statutory, voluntary or specialist services.
- Refer families to other projects within the organisation as appropriate.

3. Monitoring, Record Keeping and Reporting

- Record client interactions and outcomes accurately using our case management system.
- Collect data for evaluation and funding reports.
- Follow safeguarding, GDPR, and confidentiality policies.

4. Teamwork and Representation

- Attend team meetings and training.
- Represent the service at relevant forums or community events.
- Administrate and organise own work and ensure that it is accurate, meets quality targets, reasonable deadlines, monitoring, and reporting requirements.
- Work within an equal opportunities' framework.
- Provide feedback to help improve service delivery.

Any other task as needed by the role

Person Specification

Essential

- Experience in advice, advocacy, or casework roles
- Understanding of issues faced by parents of children with Disabilities/SEND
- Ability to communicate sensitively and clearly with vulnerable clients and build good working relationships
- Knowledge of relevant support systems (e.g. SEND, social care, transitions)
- Strong organisational and record-keeping skills
- Commitment to equality, inclusion, and safeguarding
- Skill to research information.
- Excellent IT skills including use of basic office software- word, excel, PowerPoint.
- Knowledge of relevant legislation and codes of practice.
- Willingness to travel within borough for meeting clients and professionals.

Desirable

1. Knowledge of local services and networks within Hammersmith and Fulham.
2. The postholder may need to occasionally work out of office hours, evening, or weekends, as necessary.
3. Bilingual/multilingual



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