**Workshop and Tii Hub Host**

**Role description**

The role will be as a Pinpoint host for Pinpoint’s Tii Hubs. The host will book venues and liaise with them regarding the event's logistics. They will ensure that there are drinks and light refreshments available. The host will arrive at the venue before the start of the session to ensure that everything is set up. The host will open the session, welcome attendees, manage the logistics of the session, and signpost parents and carers to the support available for their families. They will facilitate any discussion and field questions and deal with operational issues as they arise. The smooth running and professionalism of the session is important, as is the full participation of parent carers. The host will need to manage the session to be in accordance with Pinpoint’s rules to ensure we reach the standards expected from all in terms of behaviours, use of language and the dignity and respect in the way all are treated. The host will stay after the session to close it and check with the venue before thanking them on Pinpoint’s behalf and departing. The host will gather feedback from parents and carers at the end of each session and gather information such as numbers attended and an overall review of the session. The host should raise issues clearly and immediately. The host will produce written feedback from the session using Pinpoint’s template. This host will support the attendance of a Pinpoint Champion at sessions and help to identify future Pinpoint Champions that Pinpoint can work with. The host will work to identify and support new Pinpoint Champions in developing their skills to support the running of Tii Hubs. The host may also interact with booking and supporting guest speakers to deliver sessions on occasion and will facilitate hosting these.

**Person Specification**

* Ability to create a warm and professional hosting environment for participants and speakers.
* Able to confidently and politely manage attendees of the session to ensure appropriate standards are met - respect for others, appropriate conduct, confidentiality, and Safeguarding.
* Strong time management skills to avoid over-run where possible
* A high standard of verbal and written communication skills to enable sessions to run well and produce the required reports.

**Skills and Experience**

* Knowledge of SEND - essential
* Knowledge of Pinpoint - essential
* Experience using Zoom and Eventbrite, including hosting sessions and using breakout room functionality – desired
* Experience in hosting group settings both face-to-face and virtually – essential
* Clean driving license and access to a licensed and insured vehicle for personal travel to and from the venue as required.
* Any other duties as required by your line manager.