

Freelance Parent Participation Manager (10 days, Jan-Dec 2026)

Job Description

Introduction

OXPIP is a nationally regarded charity providing free parent-infant psychotherapy to support the developing relationship between parents and their forthcoming or new baby.

We have a team of employed and freelance specialist psychotherapists who work collaboratively and therapeutically with parents experiencing difficulties relating to their baby. This team is supported by our CEO and our operations team, comprising an Operations Manager, Finance and Training Officer, and Administrator.

We are now seeking a freelance Parent Participation Manager to engage and consult parents to shape our communications and website content about parent–infant relationships. At OXPIP, relationships really matter, so we’re looking for someone who can build trust, ensure safety, and represent parent voices authentically and respectfully.

This freelance contract is kindly funded by the Step Change Panel of Oxfordshire Community Foundation. The goal of the project is to develop public-facing web content which might help any parent or carer understand parent-infant relationships, how to help themselves or someone they know, and when and where to seek professional help. The content will be co-produced with parents and local frontline practitioners, including our own clinical experts and a freelance comms manager. The outputs might be video or text-based.

Safeguarding

OXPIP is fully committed to safeguarding and protecting the welfare of all children and taking all reasonable steps to promote safe practice and protect children from harm, abuse and neglect. OXPIP recognises its duty of care to safeguard children as detailed under the Children Acts’ 1989 and 2004 and Working Together to Safeguard Children 2015. OXPIP acknowledges its duty to act appropriately with regards to any allegations towards anyone working on its behalf, or towards any disclosures or suspicion of abuse. OXPIP supports and adheres to the United Nations Convention on the Rights of A Child (UNCRC).

OXPIP believes that:

- The welfare of all children and young people is paramount. We treat infants as individuals entitled to dignity and respect.
- Every child has the right to equal protection from harm or abuse.
- Some children are additionally vulnerable because of previous experiences, their level of dependency, communication needs, or other issues.

- Working in partnership with children, their parents, carers and other agencies is essential in promoting young people's welfare.
- Safety is the responsibility of all members of OXPIP.

We adopt and apply safer recruitment practices for all staff, trustees and volunteers.

Please refer to OXPIP's Safeguarding Policies for more details by clicking [here](#).

Equality and Diversity

OXPIP is committed to eliminating prejudice and discrimination in all its work, including in recruiting, promoting and developing staff. We are committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills, free from prejudice, discrimination or harassment, and in which all decisions are based on merit. OXPIP will recruit the person who best matches the requirements of a vacant post.

Please refer to OXPIP's Employment and Diversity Policy for more details by clicking [here](#).

Role Title:	Freelance Parent Participation Manager
Location:	Oxfordshire
Base:	Main OXPIP office, Kidlington with flexible hybrid working as appropriate
Responsible to:	CEO
Liaison with:	Within OXPIP: • CEO and Senior Leadership Team • Clinical and Operations colleagues Outside OXPIP: • Parent participants and their supporters • Website and communications suppliers • Relevant voluntary and statutory organisations • Funders
Main Purpose of the Role:	The purpose of this role is to recruit, engage and consult parents, including in focus groups and individual conversations, to co-create website and communications materials. Some of the parents you work with may have lived experience of parent-infant relationship difficulties and/or mental health difficulties, and additionally be ex-OXPIP service users. The postholder will ensure that parents' voices are safely and meaningfully represented in OXPIP's communications, particularly online, helping us communicate in a way that is authentic and inclusive. This role requires sensitivity, diplomacy and a strong understanding of safeguarding and professional boundaries, especially when working with parents with lived experience of parent-infant relationships difficulties, mental health problems, social care experience, and/or former therapy service-users.

Main Activities:	• Recruit and engage parents to participate in focus groups, interviews and creative workshops. • Build trusting and professional relationships with participants, ensuring emotional safety and informed consent at every stage. • Plan, facilitate and evaluate parent focus groups exploring experiences of early parenthood, parent-infant relationships difficulties and of the potential need for therapeutic support. • Collaborate with parents, clinicians and communications colleagues to co-create content for OXPIP's website, social media and printed materials. • Ensure all participation processes are trauma-informed, inclusive, and compliant with safeguarding, data protection and confidentiality policies. • Manage project logistics including scheduling, consent forms, feedback collection and data recording. • Work closely with clinical colleagues to identify and manage any emotional risk arising from participation. • Monitor and evaluate parent involvement activities and report progress and outcomes to the CEO, senior leadership team and funder's project manager. • Act as an internal advocate for participation, ensuring parent voice informs communications, training and service development.
Summary of conditions	This is a freelance contract paid at £375 per day. We anticipate the work will take up to 10 days during 2026. The timeline and pace of the work will be determined through negotiation with the freelance comms consultant, clinicians and project manager. However, the project milestones must be delivered no later than: • January 2026: project start: project meetings and recruitment of parents (2-3 days' work) • January - April: consulting parents/focus groups and writing up detailed report (4 days) • June-October: working with comms consultant to develop comms materials (1.5 days) • October- Nov 2026 – work with comms consultant to test comms materials with audiences (1 day) • December 2026: launch of comms materials (0.5 day)

How to apply	Please send your CV and a short cover letter outlining your experience and interest in the role to recruitment@oxpip.org.uk by 9am Monday 17th November 2025. Informal enquiries are welcome via the same email. PLEASE BE AWARE THAT THIS APPLICATION WINDOW MAY CLOSE EARLY IF WE RECEIVE A LARGE NUMBER OF SUITABLE APPLICATIONS.
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Requirements	Essential / Desirable	Method of Assessment
Qualifications		
Educated to A-level standard or equivalent experience	Essential	Application
Trained in Participatory Appraisal or similar	Desirable	Application
Experience		
Experience of working with parents or service-users in a therapeutic, health or community engagement setting	Essential	Application/ Interview
Experience of facilitating groups or workshops	Essential	Application/ Interview
Experience of managing emotional dynamics and professional boundaries	Essential	Application/ Interview
Experience of co-production or community engagement work	Essential	Application/ Interview
Experience of working with people with lived experience of personal or sensitive topics	Essential	Application/ Interview
Knowledge		
Understanding of parent–infant relationships and early attachment	Desirable	Interview

Requirements	Essential / Desirable	Method of Assessment
Knowledge of safeguarding, confidentiality and data protection	Essential	Applicaton/ Interview
Knowledge of trauma-informed practice	Essential	Interview
Skills, personal characteristics and values		
Strong communication and interpersonal skills	Essential	Interview
Able to elicit and respect diverse viewpoints	Essential	Application/ Interview
Good time management, workload management and prioritisation skills	Essential	Application/ Interview
Ability to identify and respond to risk	Essential	Application/ Interview
Ability to work independently and collaboratively	Essential	Application / Interview
Competence in Microsoft Office and online meeting platforms	Essential	Application
Value the importance of equality, equity, diversity and inclusion, and the importance of reaching vulnerable and marginalised voices	Essential	Interview