**Lived Experience Chair of Equality Diversity and Inclusion Co-production Panel – Job Description, Person Specification & Competencies**

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| **Name of Employee** |  |
| **Date of Issue** |  |
| **Department/Location** | Communities and Inclusion |
| **Reporting Line** | Communities and Inclusion Manager  |
| **Grade** | Grade 3 – ADD IN HRLY RATE? Plus travel expenses for face to face meetings. It is expected this role will average 4hours per month plus any training and induction time of around 5 hours  |
| **DBS – Level Required** | Enhanced (this will be processed by West Sussex Mind) |
| **Location of job**  | Online or at one of West Sussex Mind’s offices (to be agreed for each project) |
| **Competency level**  | Level 3 – Core, skilled, supervisory  |
| **Job Summary** |
| West Sussex Mind believes that by involving and coproducing with people who use and care about our services, we can understand their diverse needs better and focus on what matters to them. It is therefore key to us developing and delivering high quality and effective services. The Coproduction lead is a sessional role and will be responsible for the effective facilitation of meetings and planning of work to coproduce the work of the Equality Diversity and Inclusion panel, or to co-design a new policy, piece of work around Equalities, Inclusion and Diversity from scratch. This work and meetings will include service users, staff, volunteers and trustees.The role of the Chair will:* provide lived experience/coproduction input into planning of work
* facilitate meetings in an inclusive and responsive way, ensuring that members feel listened to and that everyone has the opportunity to speak
* provide leadership for the group, including helping to facilitate discussions whilst reflecting on their own lived experience
* Attend the Equality, Diversity and Inclusion working group to describe the agreed actions of the EDI panel and the work that has been produced
* To support the coproduction of areas of work relating to the work of the EDI working group
* To ensure group agreements are followed and to debrief after each meeting with the Communities and Inclusion Manager and the volunteer co-chair

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| **Scope & Accountabilities**  |
| This role is responsible for liaising with the volunteer Chair support minute taker around the accuracy of minutes and ensuring there are clear action points, and also working with the Communities and Inclusion Manager around the planning, agenda setting and following up of agreed actions. |
| **Key Tasks**  |
| * Meet with the Communities and Inclusion manager to input into project plan, scope and membership of project team and to plan contributions and meetings
* Chair face to face or online meetings to coproduce the work of the EDI panel
* To respond to feedback and comments from the group in a supportive manner and with compassion
* To ensure group discussions don’t stray off topic and keep within the proposed agenda
* To provide leadership for the group, including helping to facilitate discussions whilst reflecting on their own lived experience
* To support the planning and agenda setting of meetings
* Ensure that actions/feedback/recommendations are being addressed and implemented
* To provide input to project manager around review of progress and work to ensure that lived experience perspective is heard and coproduction is effective
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**Person Specification** - The specific skills, knowledge and abilities required of an individual to be able to effectively perform the role.

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| **Essential Qualifications and Experience**  |
| * Lived experience of using mental health services
* Experience of working effectively with a range of professionals and service users
* Experience of chairing meetings/groups
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| **Preferred Qualifications and Experience**  |
| * Experience of/interest in championing mental health service improvements
* Experience of speaking in groups and interacting with multiple stakeholders
* Experience in gathering and representing views beyond their own lived experience
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| **Essential Professional & Technical Knowledge, Skills and Abilities** |
| * Ability to present material clearly and persuasively to a wide range of audiences
* Ability to lead and chair meetings
* Ability to understand and evaluate a range of information and evidence
* Demonstrates a strong desire to improve service quality and performance and make a positive difference to mental health services
* Ability to be a critical friend, provide constructive feedback, and suggest alternative solutions to challenges/issues
* Ability to work well with others, be helpful, listen, involve, respect and learn from the contribution of others
* Ability to display sound judgement, compassion and objectivity
* Willingness to seek advice appropriately, to accept supervision and training as required
* Commitment to Equality, Diversity and Inclusion practices and behaviours
* Practical knowledge and understanding of legislation in relation to health & safety and data protection (or the willingness to learn this)
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I have read and understood the Job Description, Person Specification and Competencies/Indicators required for my role and agree to fulfil the requirements of this role.

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| **Signed:****Staff member** |  | **Date:** |  |
| **Signed:****Line Manager** |  | **Date:** |  |