



Community Ambassador Task and Finish Group Public Member Role Description

We are seeking the following individuals to become members of the Community Ambassador Task and Finish Group:

- Public Member (Volunteer Lead);
- Public Member (Equality and Diversity Lead);
- Public Member (Strategic Lead).

1. The Community Ambassador Project

In March 2019, Sussex and East Surrey Sustainability Transformation Partnership (STP) agreed to fund a project to develop Community Ambassadors across Sussex and East Surrey to perform the following functions¹:

- 1. Provide advice and support** to STP wide and local strategic work from a lay perspective.
- 2. Extend capacity** for patient and public engagement, by attending events and engagement opportunities with the engagement team staff, conducting local surveys and/or cascading engagement opportunities through their contacts, groups and communities
- 3. Help Clinical Commissioning Groups (CCGs) hear from** some of the groups and communities that do not engage through some of our mainstream methods.
- 4. Assisting with** certain key projects and programmes that match their skills, interests and health concerns.
- 5. Undertaking research** on behalf of CCGs and wider STP member organisations.

2. The Community Ambassador Task and Finish Group

A Task and Finish Group has been established to oversee the design and development of the Community Ambassador project, with the following functions:

- To monitor and review the progress of the Community Ambassadors project.
- To develop the role descriptors for the Community Ambassadors.
- To design a suite of governance policies for the Community Ambassadors including the:
 - Volunteer agreement
 - Code of Conduct
 - Reward and Recognition policy
- To design the training programme for the Community Ambassadors.
- To develop the support packages for the Community Ambassadors

¹As NHS East Surrey Clinical Commissioning Group is joining the Surrey Heartlands Health and Care Partnership on 1st November 2019, NHS East Surrey CCG will now not be included in the project.

- To oversee the production of reports outlining the progress of the Community Ambassador project.
- To oversee the production of a business case for the wider expansion of the Community Ambassador project.

Further details on the frequency of the meeting is on page 4.

3. The Purpose of the Public Member Role

Our Public Member roles are incredibly important as they champion the voice of our patients and our communities and ensure that the organisation never loses sight of the people it serves.

We are seeking Public Members to work collaboratively with members of the Task and Finish Group:

- To monitor and review the progress of the Community Ambassadors project.
- To develop the role descriptors for the Community Ambassadors.
- To design a suite of governance policies for the Community Ambassadors including the:
 - Volunteer agreement
 - Code of Conduct
 - Reward and Recognition policy
- To design the training programme for the Community Ambassadors.
- To develop the support packages for the Community Ambassadors
- To champion and advocate for the views of local communities.
- To encourage transparency in the work of the CCG.
- To encourage clarity of communication for the Public.

4. Skills Required for Public Member Roles

We think the following skills and experiences are required for the three Public Member Roles. It is not essential that you have them all, but it is useful when considering if the roles are right for you:

	Skill/Experience for Public Member (Volunteer Lead)	Skill/Experience for Public Member (Equality and Diversity Lead)	Skill/Experience for Public Member (Strategic Lead)
Experience of being a volunteer.	✓		
Experience of developing training and support packages for volunteers and/or staff	✓		
Understanding of equalities, inclusion and diversity.		✓	

Committed to equality, diversity and inclusion.		✓	
Experience of volunteering with equalities groups.		✓	
Experience of being a volunteer on a strategic committee in the NHS.			✓
Understanding of patient and public engagement, and experience of being involved with Patient Participation Groups			✓
Good knowledge of the local communities	✓	✓	✓
An active interest in community related health matters.	✓	✓	✓
An understanding of health and social inequalities in the local area.	✓	✓	✓
Good at communicating, and able to see different points of view	✓	✓	✓
Friendly, reliable, approachable and confident	✓	✓	✓
The ability to treat information in a confidential manner – you will be asked to sign a confidentiality agreement.	✓	✓	✓
A willingness to work to the Public Member Code of Conduct, which you will be asked to sign.	✓	✓	✓
The ability to give the appropriate time commitment.	✓	✓	✓
A residential address within the Sussex area.	✓	✓	✓

5. Practical Information

5.1 Time commitment:

- Meetings will normally last for 2 hours.
- You would be expected to read any papers circulated prior to these meetings. We will expect you to come to training sessions and read any materials circulated about good practice in engagement.
- Meetings will take place during working hours.

5.2 Meetings:

The Task and Finish Group will meet tri-weekly in the first three months of the project. Following the three month period, the Task and Finish Group will meet on a monthly or bi-monthly basis. The Task and Finish Group will meet in Hove.

It is expected that the meetings will take place on the following dates:

- 27th November 2019 2 – 4 pm in Hove Town Hall
- 16th December 2019 2 – 4 pm in Hove Town Hall
- 8th January 2020 2 – 4 pm in Hove Town Hall
- 23rd January 2020 2 – 4 pm in Hove Town Hall
- 16th March 2020 2 – 4 pm in Hove Town Hall
- 18th May 2020 2 – 4 pm in Hove Town Hall
- 13th July 2020 2 – 4 pm in Hove Town Hall
- 10th August 2020 2 – 4 pm in Hove Town Hall

5.3 Term of office

The role will be for 10 months initially, with the opportunity to be renewed. All Public Member roles will be subject to a probationary period as set out in the Code of Conduct.

5.4 Reward and Recognition Payment, and Expenses

A reward sum of £20 will be offered for each meeting². Included in this sum is preparation (pre-reading, printing of papers, any phone calls and travel time to the activity and follow-up work as required).

You will also be reimbursed for reasonable travel expenses as outlined in the NHS Crawley Clinical Commissioning Group Reimbursement, Reward and Recognition Policy.

5.5 Induction:

² Please note that this amount will be under review as the project progresses.

If selected, you will be expected to attend a one-off training session, lasting for approximately one hour and a half. On-going support and, where required, further training will be provided.

6. Application Details

6.1 Application timeframe:

Opens on Wednesday 30th October 2019, and closes on Wednesday 13th November 2019.

6.2 Interview date:

Wednesday 20th November 2019 at NHS Coastal West Sussex CCG, 1 The Causeway, Goring-by-Sea, West Sussex, BN12 6BT

6.3 Process of the application:

If you are interested in joining the Task and Finish Group, please complete a brief application form saying:

- why you would like to join the group; and
- how your relevant skills and knowledge would help you in this role.

Shortlisted applicants will be invited to attend an interview with the Project Lead and relevant stakeholders. Successful applicants will be asked to provide a relevant reference. Please complete the application form and send it either by post or email, to:

Isabel Costello
Senior Engagement Officer
NHS Coastal West Sussex Clinical Commissioning Group
1 The Causeway
Goring by Sea, BN12 6BT
Email: isabel.costello1@nhs.net
Mobile: 07920244988