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| **Healthwatch Advisory Board Member** |
| **Role Description and Person Specification** |
| We encourage applications from people who identify with or have worked with communities which have traditionally not had their voices heard by services – e.g., culturally diverse communities; young people; lesbian, gay, bisexual, transgender, queer (or sometimes questioning), and others; disabled people; and; people from disadvantaged communities. |
| **Role Description** |
| **Purpose of the role:*** Be accountable for agreeing the Healthwatch Bedford Borough annual work programme and subsequent oversight ensuring local people’s voices are heard in NHS health and social care.
* Support Healthwatch Bedford Borough to enable all people and communities in Bedford Borough to have their voices heard.
* Promote volunteering and the opportunities it brings to enable people to make a difference within their own communities.
* To ensure you and the other Advisory Board Members, staff team and volunteers operate in line with Healthwatch values.
* Be an active ambassador for Healthwatch Bedford Borough across the borough.

**What you will be doing:** * Attending Advisory Board meetings (4 formal meetings a year).
* Representing Healthwatch Bedford Borough on groups or external meetings as agreed.
* Feeding back on Healthwatch Bedford Borough reports and updates or plans where shared.
* Taking part in learning, strategy and development sessions about many different aspects of health and care.

**Time Commitment:*** Up to two days per month (includes reading and feedback which can be done when convenient).
* Commit to regular attendance of agreed meetings and notify Healthwatch Bedford Borough in advance when unable to attend.

**Where:** Meetings will take place within Bedford Borough. Meetings will be offered in hybrid format where possible (online and in person). Reasonable out of pocket travel expenses will be paid.**Who can apply:** You need to be 18 or above and live, work or study within the boundary of Bedford Borough Council. |
| **Person specification** |
| **Essential**1. **Skills**
* Good at listening to a wide range of people and feeding back key points and learning
* Skilled in building strong relationships and collaborative partnerships (can include study groups, project teams etc)
* Able to work as part of a team and support others
* Committed to representing agreed Healthwatch Bedford Borough views and collective decisions rather than personal views or opinions
* Have or willing to develop skills to negotiate effectively, challenge positively and influence others
* Have or be willing to develop skills to effectively influence discussions and bring local people’s voices to the discussion in a clear and professional manner.
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| 1. **Experience and knowledge**
* Good local knowledge of Bedford Borough and its communities and organisations
* Experience of working with voluntary groups.
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| 1. **Attitudes and Values**
* Commit to the Healthwatch Bedford Borough volunteer Code of Conduct including our Healthwatch values
* Be non-judgemental and open to feedback
* Show commitment to a positive approach to equality and diversity –constructively challenge discrimination and prejudice
* Recognise and respect diverse views and values
* Willing to undertake training and personal development to continue to develop skills, experience and knowledge to fulfil the role of the board
* Participate in an annual appraisal and feedback process with the Chair of Healthwatch Bedford Borough.
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| **Desirable**  |
| * Knowledge of the health and social care planning or provision
* Ability to use IT and web-based applications e.g. Microsoft Office and internet
* Willingness to share skills and expertise with other volunteers and act as a mentor or “buddy” to a new volunteer
* Experience of finance and/or contracting
* Experience of working in a collective decision-making group such as a board or group
* Understanding of the national and policy challenges facing the health and social care systems which impact on community health and well-being
* Experience of working with a diverse range of local partners and networks e.g. Third Sector organisations, Council, NHS in Bedford Borough, Health & Social Care providers.
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| **Additional Information** |
| DBS check and two references will be required for this role. This role is not paid but reasonable out of pocket expenses as described in our policy will be reimbursed. **Safeguarding**ECS is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment.  |