

Independent Statutory Advisory Board (ISAB)

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.

2. Experience and knowledge

- Good local knowledge of Bedford Borough and its communities and organisations
- Experience of working with voluntary groups.

3. 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.

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.

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.