

# **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 Warrington annual work programme and subsequent oversight ensuring local people's voices are heard in NHS health and social care.
- Support Healthwatch Warrington to enable all people and communities in Warrington 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 Warrington across the borough.

#### **What you will be doing:**

- Attending Advisory Board meetings (4 formal meetings a year).
- Representing Healthwatch Warrington on groups or external meetings as agreed.
- Feeding back on Healthwatch Warrington 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 Warrington in advance when unable to attend.

**Where:**

Meetings will take place within Warrington. 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 Warrington 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 Warrington 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 Warrington and its communities and organisations
- Experience of working with voluntary groups.

**3. Attitudes and Values**

- Commit to the Healthwatch Warrington 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 Warrington.

### **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 Warrington, 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.