

Maternity Voices Partnership Chair – Application Pack

Contents

[Introduction 2](#_heading=h.gjdgxs)

[How to apply 2](#_heading=h.30j0zll)

[Diversity and equality of opportunity 3](#_heading=h.1fob9te)

[Once we receive your application 3](#_heading=h.3znysh7)

[How this position has come about 3](#_heading=h.2et92p0)

[About Greater Manchester and Eastern Cheshire (GMEC) Maternity Voices 4](#_heading=h.tyjcwt)

[What is an MVP? 4](#_heading=h.3dy6vkm)

[What’s involved with being an MVP chair? 5](#_heading=h.1t3h5sf)

[Recommended skills and experience for this role 5](#_heading=h.4d34og8)

[Details of role and time commitment 5](#_heading=h.2s8eyo1)

[Disclosure and Barring (DBS) checks 6](#_heading=h.17dp8vu)

[Support for you in this role 6](#_heading=h.3rdcrjn)

# Introduction

Thank you for your interest in applying to become an Maternity Voices Partnership chair – we are really pleased that you are interested in this role. Have a read through the contents of this pack, it is designed to help you with the application process and to understand how the skills you have may fit with this role.

If you would like an informal conversation, please e-mail matvoicesgmec@gmail.com and we will arrange a time to speak.

The closing date for applications is **Sunday 13th September,11.59pm**. Shortlisted candidates will be notified by the 18th of September and interviews will be held virtually the week commencing the 28th of September.

Please note that correspondence will be primarily via email, unless otherwise requested. If you do not have access to email and would like to be contacted via telephone or post, please state this on your application form.

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# How to apply

Please complete and return the following accompanying documents:

* Application Form
* Equal Opportunity Monitoring Form

If you would like to submit an application via video this is welcomed.

Please submit your application via e-mail to matvoicesgmec@gmail,com by Sunday 13th September, 11:59pm. If you would like to submit an application via post, please send to:

FAO: Kylie Watson, Consultant Midwife,
c/o Kathryn Birds
3rd floor management offices
Saint Mary’s Hospital
Oxford Road
Manchester
M13 9WL

We will rely on the information you provide in your application to assess whether you have the skills and experience required for this role.

# Diversity and equality of opportunity

We are committed to promoting diversity and equality of opportunity for all. To help us in this we are asking you to complete an **Equal Opportunities Monitoring Form** as part of the application process. We are keen for this application process to be as inclusive as possible, so if you have support needs let us know so that we can understand how to support you to participate fully.

# Once we receive your application

The steps will be as follows:

1. We will let you know that we have received your application via e-mail. If you have not heard from us within 7 working days, please get in touch.
2. Applications will be shortlisted by a panel, including representatives from NHS maternity services.
3. Your application will be assessed against the recommended skills and experiences (outlined below) and selection will be made based on the content of your application.
4. We will get in touch with short-listed candidates by the18th of September.
5. If successful, we will let you know the date and time of your interview which will be held virtually (via video link or telephone) the week commencing 28th September.
6. We will be in touch with all applicants to let you know if you have been successful or unsuccessful, whether in terms of short-listing, or at the interview stage. Any offer of participating in this role is conditional on the taking up of two references and completing a Disclosure and Barring Service (DBS) check.

# How this position has come about

[Better Births](https://www.england.nhs.uk/mat-transformation), the report of the National Maternity Review, was published in 2016 and sets out a clear vision for maternity services to become:

1. Safer, more personalised, kinder, professional and more family friendly;
2. Where every woman has access to information to enable her to make decisions about her care;
3. Where she and her baby can access support that is centred on their individual needs and circumstances.

It also calls for all staff to be supported to provide care which is woman-centred, working in high performing teams, in organisations which are well-led and in cultures which promote innovation, continuous learning, and break down organisational and professional boundaries.

In order to deliver the Better Birth’s agenda, the Maternity Transformation Programme has been established. In Greater Manchester and Eastern Cheshire, we have a Maternity Transformation Board, which is working to deliver Better Births and the NHS Long-Term Plan ambitions for maternity care.

One outcome of Better Births has been the introduction of Maternity Voice Partnerships (MVPs). An MVP is a local NHS working group of women and families, commissioners and maternity service staff collaborating to review and develop local maternity care. It is led by an independent lay chair who ensures service users are represented. It is maintained (set up and funded by, and reports annually to) a local NHS body, usually the Clinical Commissioning Group or Local Maternity System.

You can find out more about MVPs on the [National Maternity Voices website](http://nationalmaternityvoices.org.uk/).

## About Greater Manchester and Eastern Cheshire (GMEC) Maternity Voices

GMEC MVP Network have been part of the Maternity Transformation Board for Greater Manchester and Eastern Cheshire since it started in 2017, representing the voice of maternity service users.

We are currently working in partnership with Trafford Clinical Commissioners, Trafford Local Authority and Manchester Health Care and Commissioning to set up, establish and support the MVPs for the three maternity units under Manchester University NHS Foundation Trust: St. Mary’s @North, St. Mary’s @Oxford Road Campus and St. Mary’s @Wythenshawe.

You can read more about us on the [Greater Manchester and Eastern Cheshire Maternity Voices Partnership Network website.](http://maternityvoicesgmec.org.uk/)

# What is an MVP?

Maternity Voice Partnerships (MVPs) are an independent multidisciplinary advisory and action group with users of maternity services at their centre. The MVP is an opportunity for maternity service users, providers and commissioners to work in collaboration to design services that meet the needs of local women, parents and families.

The MVP chair role involves leading and representing the MVP throughout the year. This is a time commitment of three days per month, but this can be scheduled into short sessions rather than whole days.

At present, meetings involving service-users and any activities associated with developing the MVP will be undertaken on-line in the first instance. Any other opportunities will be considered in accordance with COVID 19 recommendations.

# Who should chair a Maternity Voices Partnership?

It is best practice for a chair or chairs to be maternity service users. These could be either current service users (i.e. women who are pregnant or have recently had a baby) or service user advocates - people who are not health care professionals, who may have had children a while ago, but who regularly come into contact with women and their families currently using the maternity service.

# What’s involved with being an MVP chair?

We are looking for a person who is:

* Passionate about maternity services
* Keen to engage families and families from a diverse range of communities
* A good communicator
* Someone who is organised and willing to work flexibly

It is helpful to have had recent experience of maternity services in Manchester or Trafford, or of working with people who use these maternity services, though not essential. Ideally you live within a community serviced by one of the 3 hospitals (St. Mary’s Oxford Road Campus, North Manchester General Hospital and Wythenshawe Hospital).

Please look at the accompanying ‘role description’ document for more information on the role itself.

# Recommended skills and experience for this role

We don’t expect you to have all of these skills and experience to start with and we will help you to develop them. A willingness to learn is essential.

* Ability to work creatively, respectfully and collaboratively, as equals.
* Ability and experience of listening well to the voices of people who use maternity services and their supporters, giving priority to minority groups, and representing their voices.
* Experience of confidently speaking in large groups and interacting with multiple stakeholders at senior NHS management level.
* Ability to understand, evaluate and use a range of information and evidence.
* Experience of formal, multi-disciplinary meetings.
* Experience of working in partnership with healthcare organisations or programmes.
* Ability to display sound judgement and objectivity.
* Have an awareness of, and commitment to, equality and diversity.
* Understand and respect the need for confidentiality.
* Understand and be familiar with the principles of co-creation/co-production.
* Knowledge of the Better Births review, Maternity Transformation Programme and the NHS Long-Term Plan commitments around maternity.
* A commitment to the ‘seven principles of public life’, known as the ‘Nolan Principles’: selflessness, integrity, objectivity, accountability, openness, honesty, leadership.

# Details of role and time commitment

We are looking for an MVP chair to work flexibly three days a month (24 hours). Remuneration (also known as Involvement Payments) is at £150 per day (equivalent to £18.75 per hour) in line with NHS England’s Patient and Public Voice (PPV) Partner Guidance for level 4, the chair will also be able to claim out of pocket expenses. The initial appointment will be for a nine month period.

Any involvement payments may be classed as earnings or income by Her Majesty’s Revenue and Customs service (HMRC) or the Department for Work and Pensions (DWP). PPV Partners are responsible for declaring this income to HMRC, DWP, Job Centre plus or other agencies as appropriate. If you are in receipt of state benefits, you should seek advice from the relevant agency, for example JobCentre Plus, ideally in advance of applying and certainly before accepting an offer of a role which attracts an involvement payment, even if you intend to decline the payment. For further information see the NHS England [Patient and Public Voice Partners (PPV) Policy](https://www.england.nhs.uk/publication/patient-and-public-voice-partners-policy/) and Working with our Patient and Public Voice Partners – Reimbursing expenses and paying involvement payments.

Although not an exhaustive list this table is designed to give you some ideas of the types of activities you would be spending your time on as an MVP chair.

|  |  |
| --- | --- |
| **Task** | **Hours** |
| Preparing for and leading MVP meetings (whether formal, user-representatives or feedback session)  | 4 - 8 hours a month |
| Responding to women and families/maternity staff communications | 4 - 8 hours a month  |
| Leading volunteer service-users  | 2 - 8 hours a month |
| Networking with other MVPs  | 2 - 4 hours a month  |
| Participating in training and development | 6 - 8 hours a month |
| Representing MVP/women’s voices at local and regional level  | 2 - 4 hours a month |

# Disclosure and Barring (DBS) checks

The chair role often involves working on a one to one basis with NHS staff, patients and the public. Therefore, as for other staff working in these situations, a Disclosure and Barring (DBS) check is required.

# Support for you in this role

It is important that you are fully supported in this role and you will become part of GMEC Maternity Voices Partnership Network, if appointed. You will be expected to complete an induction on what’s involved in setting up and running an effective MVP as well as available NHS Public and Patient Voice partner training. Further support will include monthly mentoring, networking and participation in ongoing training and development.