Maternity Voices Partnership (MVP) Engagement Lead Role Description

The list below covers what might usually be expected of an engagement lead in an established, effective, well-functioning and adequately funded MVP. Voices for Choices Community Interest Company (CIC) as the host organisation for the MVP, will provide support to fulfil the role along with the Tameside Integrated Care Partnership, Tameside and Glossop Integrated Care NHS Foundation Trust and the Greater Manchester and Eastern Cheshire (GMEC) Local Maternity and Neonatal System.

# Role Responsibilities

## Contact Point

* Regularly check the MVP email inbox and respond accordingly.

## Formal Meetings

* Attend relevant MVP committee meetings to ensure the views of local women, birthing people and families are represented.
* Deputise for the Chair in meetings where necessary and if possible.

## Service User Representatives

* Recruit and informally interview volunteer service-user representatives.
* Actively encourage the voices of minority groups to be involved in the MVP including groups who are under-represented or who may face barriers attending meetings or workshops.
* Facilitate service user representatives access to training.
* Offer ongoing support to service user representatives.
* Meet regularly with service-user representatives and MVP chair.

## Community Engagement

* Regularly create engaging social media content for Twitter, Facebook and Instagram, targeting different messages to different demographics of the local community in line with wider MVP priorities and work.
* Organise and host listening events in the community.
* Gather feedback on maternity care including demographic information from service users who contribute their voices.
* Responsible for reporting any safeguarding issues identified via the agreed channels.
* Regularly liaise with the MVP chair and trust staff to share feedback and inform service improvement work.
* Collaborate with the MVP chair to take forward the ‘work-plan’ for the MVP, acting as engagement lead to ensure that the work plan of the MVP is coproduced appropriately.
* Publicise the work of MVP through virtual networks and in-person at community groups including parent-and-baby groups.
* Develop and manage relationships with formal and informal Voluntary, Community and Social Enterprise (VCSE) organisations within the locality to publicise MVP and the work we do, engage their community members and encourage collaborative working between maternity services and the communities they serve.
* Develop and maintain a database of community groups relevant to expectant and recent parents in the local area.

## Governance

* Ensure that the MVP is General Data Protection Regulation (GDPR) compliant.

## Workplan

* Contribute to the ‘work-plan’ for the MVP, supporting the chair, to ensure that the work plan of the MVP is progressed appropriately.
* Maintain a working knowledge of national, regional and local policy, reports and publications relevant to maternity.
* Understand the social determinants of health, or be willing to learn, and how they fit into maternity services.

## Annual report

* Contribute to the MVP’s annual report demonstrating evidence of activities which have been co-produced.

## Networking & personal development

* You will need to participate in training and development opportunities organised by Voices for Choices CIC, which will be run on an ongoing basis.
* Participate in mentoring and shadowing opportunities provided by Voices for Choices CIC.
* Actively network with other MVPs in the North West region and nationally.

## Nolan Principles

Act in accordance with [The Seven Principles of Public Life (also known as the Nolan Principles)](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2), in carrying out this role: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

# Time commitment and remuneration

The time commitment for this role is two days per month, which can be worked flexibly (amounts to 16 hours across the month). This role may be combined with the chair lead role.

The role of the engagement lead is strategic and vital to the smooth running and effectiveness of the Maternity Voices Partnership. To recognise the time and skills needed for the role, best practice is for it to be remunerated at the rate of £150 a day (equivalent to £18.75 per hour). This is a level role 4 in the service user involvement description of 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](https://www.england.nhs.uk/publication/working-with-our-patient-and-public-voice-partners-reimbursing-expenses-and-paying-involvement-payments/).

# Disclosure and Barring (DBS) checks

The engagement 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.