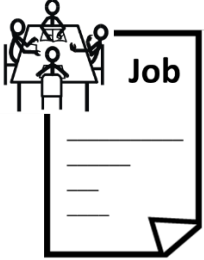




Easy Read Job Description



What is the job?



We are looking for 2 volunteers to be on our Project Board for 12 months.



What is the Project Board?



The Project Board helps to improve services and outcomes for adults, children and young people with learning disabilities and autism.



People on the Board represent:



Clinical
Commissioning
Groups



City and
County
Councils

- Nottingham and Nottinghamshire Clinical Commissioning Group
- Bassetlaw Clinical Commissioning Group
- NHS England and Improvement
- Nottingham City Council
- Nottinghamshire County Council.



What skills and knowledge do I need?



You do not need to have work or job experience.



You **do need** to have either:



- Personal experience of learning disabilities and/or autism.



- Experience of caring for someone with a learning disability or autism.



Please write in your personal statement in the application form if you have this experience.



What support and training will I have?



We will support you to get to know the other members of the Board.



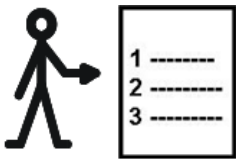
We will provide all the training you need to make sure you are comfortable and confident with:



- The people you will be working with.
- How the board goes about the work it does.
- What the board is there to do.



You will get regular supervision and people will be available for advice and guidance.

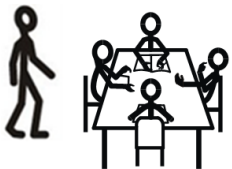


Roles and responsibilities

What you will be doing and what we expect from you.



You will:



- Go to meetings where possible and give your apologies before the meeting if you are unable to attend.



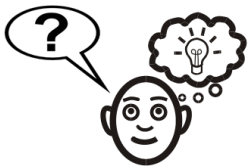
- Support and run the Experts by Experience virtual (meeting using video calls) groups.



- Understand and share the views of Experts by Experience from what they have said in their forums.



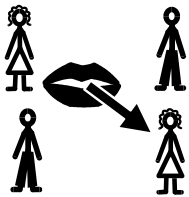
- Prepare for meetings. For example, reading the agenda and the meeting minutes.



Ask questions and bring ideas to meetings.



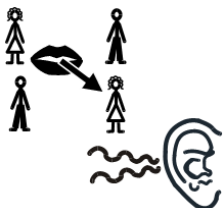
- Challenge what is said in meetings but be respectful.



Feedback information from meetings of the Experts by Experience virtual groups and the Experts by Experience engagement events.



- Check emails, texts or phone for messages before meetings to pick up information or check if meetings are cancelled.
-



Listen to what is being said and not be distracted when you are in meetings.



- Be on time for meetings or calls



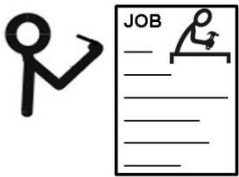
- Present a good appearance by thinking about personal hygiene, appropriate clothing, respectful language and behaviour.



- Know your own limits, ask for help when you need it.



If you are someone who really wants to improve services for people with learning disabilities and autism, we want to hear from you.



- Please complete the application form and tell us about yourself.