**Expert by Experience Executive Board Members**

We want to improve services for people with learning disabilities and autism. You can make a difference and ensure the voices of those who access services are heard at all levels.

Nottingham and Nottinghamshire Clinical Commissioning Group are looking to recruit 2 volunteers to sit on our Project Board, help put people with learning disabilities and autism at the heart of the design and delivery of services and ensure their voices are heard.

The Project Board is a group focused on improving outcomes for adults, children and young people with learning disabilities and autism within the Nottingham and Nottinghamshire Integrated Care System. The board is responsible for implementing national strategies at a local level and consists of senior representatives from Nottingham and Nottinghamshire CCG, Bassetlaw CCG, NHS England and Improvement, Nottingham City Council and Nottinghamshire County Council.

Your experience and expertise will provide a valuable perspective to ensure that the decisions made are the right decisions for our people with learning disabilities and autism.

You will be given a robust induction where you can get to know the individual board members and be given full training to ensure you are comfortable and confident with the people, processes, and programme. You will receive regular supervision and a key contact for advice/ guidance will be readily available to you.

In return for your time; You will gain valuable skills and experience, Your out of pocket expenses will be covered and You will have access to an exclusive package of benefits and rewards. Not to mention you’ll be making a real difference too!

The role requires a commitment spanning 12 months including days to prepare for and attend our project board meetings and coproduction meetings (approximately 12 per year).

Our values centre around making a difference to the lives of people with learning disabilities and autism by improving the services for them, if this sounds like you, we’d love to hear from you, send your expressions of interest, detailing why you feel you’d be great for the role to [jake.shore@nhs.net](mailto:jake.shore@nhs.net).

If you or the person you care for have a learning disability and/ or autism, we especially welcome your application for these roles. Be sure to mention this within the personal statement section of your application. We will ensure all communications are accessible to you.

Roles and Responsibilities

* Attend required meetings where possible and provide apologies in advance if unable to attend.
* Facilitating EbE virtual groups.
* Understand and represent a range of views from EbE who have contributed to EbE forums.
* Prepare for meetings e.g., read meeting agenda/ minutes ahead of time.
* Ask questions, bring ideas and respectfully challenge in meetings.
* Feedback information from meetings i.e., virtual EbE Group, EbE engagement events.
* Check emails texts or phone for messages before attending meetings to pick up information or notification of cancellations.
* Actively listen and be attentive in meetings.
* Be punctual and represent yourself well in respect of personal hygiene, appropriate dress, respectful language and behaviour.
* Know your own limits, ask for help when needed or give apologies if you feel unable to attend a meeting.

Values

* You must have a drive and passion for improving services for people with learning disabilities and autism.

Experience

* Previous work/ job experience is not essential – however you will need to have personal experience of learning disabilities and/ or autism or caring for someone with learning disabilities and/ or autism.

Knowledge & Skills

* All training required to carry out the role comfortably and confidently will be provided. We will work with you to tailor a specific induction package and provide ongoing support.