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**Role Description**

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| **Role:** | **Volunteer- Co-production Group for Community Mental Health Transformation** |
| **Reports to:** | Co-ordinator - Community Mental Health Transformation |
| **Project:** | As a voluntary expert by experience, you will represent your own views and those of others with lived experience of mental ill health in the development of support and services in the community at the Co-Production Group.  The Co-production group will help guide decisions about Community Mental Health Transformation in Gloucestershire over the next 3 years.  As part of Community Mental Health Transformation, people with lived experience alongside voluntary and community organisations will co-produce with the NHS and Local Authority (Council) to support a joined-up approach to supporting people’s mental health and wellbeing needs. |
| **Main tasks:** | **Overall role:**  **To share your views and any you have gathered from other people with lived experience at the Co-production Group and be part of decision making.**  Note: all information presented verbally or in writing will be in English and therefore confidence in communicating in English will be essential. The ability to converse in another language would be an advantage  **Main tasks:**   * Have a commitment to attend as many of the monthly Co-production meetings as you can * Prepare for the meetings and complete any tasks that you commit to * Connect with other people with lived experience and seek their ideas and views (this may be through using your own networks, specific telephone or video calls or by attending face to face activities and meetings) * Contribute ideas and opinions to the meeting that reflect the voice of people with lived experience who you have engaged with |
| **Skills and experience required:** | * Genuine interest in seeking the views of people with lived experience of mental ill health. * To be honest, reliable and trustworthy. * To adhere to confidentiality when required. |
| **Role specific skills and experience required** | * Able to develop positive working relationships with people, that enables them to take responsibility for themselves. * Able to build rapport with others and support them to feel comfortable * Confident in communicating with others using the phone, virtual meetings or face to face and in groups of up to approx. 10 people * Excellent listening skills * Willing to be involved in note taking and use technology (email, video calls etc). * Ability to follow instructions but also work on own initiative |
| **Development and Opportunities at Inclusion Gloucestershire:** | * There are many opportunities to become involved in the wider work of Inclusion Gloucestershire. * Inclusion Gloucestershire are always looking for new people to contribute to the running of the organisation. |
| **Based at:** | This role will be largely working from your home or at different venues where people meet and may also involve some time at our office which is at:  Inclusion Gloucestershire  2 St Michael’s Square,  Gloucester, GL1 1JB |
| **Access:** | * The office has wheelchair access. * The office premises are centrally located in Gloucester town centre. There is parking nearby, and public transport is within walking distance. * We are able to offer for you to work remotely and will give you support around your needs to do this |
| **Hours required and minimum period agreed:** | * Your agreed specific day/s and times will be agreed with you. * Commitment to attend a planned supervision session (one to one time) regularly to be decided with your supervisor. |
| **Who can volunteer for this role?** | * Open to those who want to gain experience of working with a diverse group of people. * Open to those who are looking for a career change and may want to develop experience of working within a charity. * Open to those who would like to grow and develop their skills in this volunteer role |
| **Training offered:** | * Volunteers will have mandatory training to complete on Safeguarding, Disability Awareness and Autism. * Role specific training will be identified and offered as identified with each individual. * Volunteers are expected to attend compulsory training delivered by Inclusion Gloucestershire, such as health and safety and fire safety if relevant. |
| **Support Offered:** | * You will work alongside Inclusion Gloucestershire staff, some of whom are experts by experience * You will receive supervision sessions (one to one time with your supervisor) regularly as well as more informal support throughout your volunteering. |
| **Expenses:** | * Inclusion Gloucestershire will pay out of pocket expenses for travel. |

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