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Description automatically generated

**Volunteer Role Description**

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| **Role:** | **Volunteer Steering Group Member** |
| **Reports to:** | MHELO steering group |
| **Supervised by:** | MHELO Co-ordinator / Inclusion Project Lead |
| **Project:** | MHELO / Mental Health Experience Led Opportunities  MHELO is the voice of people with lived experience of mental health challenges. |
| **Main tasks:** | * Actively attend regular steering group meetings * Contribute to steering group agenda and influence work, such as the development of the Self Care Toolkit * Read minutes before meetings to contribute to the discussion * Communicate ideas about the direction of MHELO * Collectively review and contribute to project plan * Be active in researching current MHELO themes and issues * Attend agreed events and opportunities that will inform MHELO, including focus groups * Share feedback from research, events and discussions with members to inform MHELO steering group * Meet agreed deadlines |
| **Skills and experience required:** | * Lived experience of mental ill health and mental health services in a personal capacity * Understanding of the needs of people with mental health needs and their carers * Commitment to collaborative working including appreciating different perspectives and being focussed on solutions and constructive in approach * Good communication skills including active listening, ability to represent others’ ideas and views and confidence * Trustworthy and able to handle confidential information * Able to read documents provided in English and sent by email * Able to attend meetings either in person or virtually * Able to communicate by phone, email or internet video conferencing   Desirable:   * Experience of being a member of a working group or similar |
| **Development and Opportunities at Inclusion Gloucestershire:** | * There are many opportunities to become involved in the wider work of Inclusion Gloucestershire. This might include within MHELO or in other project areas. * Inclusion Gloucestershire are always looking for new people to contribute to the running of the organisation. |
| **Based at:** | * Remote working at home |
| **Hours required and minimum period agreed:** | * Variable depending on project need and volunteer availability * Minimum of 50% attendance at steering group meetings held every 6 weeks for 90 minutes * Meetings are sometimes in the evenings to accommodate members who are working/studying |
| **Who can volunteer for this role:** | * This role is open to people with lived experience of mental ill health * Open to those who want to gain experience of working with a diverse group of people. * Open to those who may have never worked or been out of work for a while and want to develop their confidence. * Open to those who are looking for a career change and may want to develop experience of working within a charity. * Volunteers are DBS checked before being able to work on their own. |
| **Training offered:** | * Volunteers are asked to complete training for Safeguarding Adults. * Additional training identified will be available to support you in your role. * Additional optional training such as an Induction to all Inclusion Gloucestershire projects and strategy by one of our directors. |
| **Support Offered:** | * You will work alongside Inclusion Gloucestershire staff, some of whom are experts by experience who are employed by Inclusion Gloucestershire. * You will receive regular supervision with your supervisor. |
| **Expenses:** | * Inclusion Gloucestershire will pay out of pocket expenses for travel. |