



Maternity Voices Partnership Chair Role Specification



Role Description: Maternity Voices Partnership Chair

Working as the Chair for the Rochdale and Oldham Maternity Voices Partnership will be a very rewarding experience. The following guide provides suggestions for working effectively in the MVP Chair role and getting the best out of your Maternity Voices Partnership in order to make real changes to local maternity health services.

Requirements

A Chair for the Rochdale and Oldham Maternity Voices Partnership is required to ensure that they can create and lead an effective, and well-functioning local MVP.

The Maternity Voices Partnership Chair will be a representative from either the Rochdale or Oldham boroughs. We are interested in receiving applications from candidates who can represent maternity voices across both areas and especially representatives from people who can be the voice of the seldom heard.

We require a Chair who is passionate about their communities, who can represent women's voice locally as well as regionally and is enthusiastic about helping to ensure the quality of all maternity services within Rochdale and Oldham.

The chair must also have had access to maternity services within the last three years.

Hours

Hours may vary to suit the candidate however on average the role would be up to 11hrs a week and is remunerated at £12.50 hr, ie £7200 pa (or pro-rata for reduced hours)

Travel expenses and other relevant expenses will be covered.

Appointment

The appointment is for a one year period, with the potential opportunity to extend.

Main Responsibilities of the MVP Chair:

Contact Point

- Collect direct feedback from current maternity users for example, on the antenatal and postnatal wards of a maternity unit, referred to as 'walk the patch' and also outreach, such as at clinics, community groups and children's centres
<http://nationalmaternityvoices.org.uk/toolkit-for-mvps/gathering-feedback/walk-the-patch/>
- Be a contact person for enquiries to the Rochdale and Oldham MVP
- Regularly check the MVP email Inbox and respond accordingly, and be a point of contact for both service users and maternity staff as appropriate.
- Regularly post MVP activity on the local Rochdale and Oldham MVP Facebook page/Twitter and on any other networking opportunities
- Respond to any queries in conjunction with the commissioner and/or maternity service
- Regularly share links to the local MVP website (if applicable) and any online surveys via social media
- Reading of minutes, documents etc. to prepare for meetings to build knowledge and keep up to date with current issues

Engagement

- Network with local and regional Maternity Voice Partnership groups
- Provide feedback to commissioners and providers regarding developments arising from MVP groups
- Encourage local people to feedback their experience of Maternity Services
- Create a safe space to support women who are sharing their stories to enable them to feel confident to speak and work flexibly to find the most appropriate way to communicate with them according to their needs

Networking with other MVPs

- Participate on the MVP Leaders and Members Facebook group as appropriate to represent local voices.
- Be aware of developments in maternity user involvement
- Actively network with the other MVPs in your Local Maternity System and/or region in order to stay up to date with how other MVPs run i.e. what works well elsewhere, and for mutual support

Representation

- Represent key equalities patient and user groups in the community such as: users of mental health services, Ethnic Minority Groups, children and young people, LGBTQ+, people with a physical or learning disability and/or autism, people with a long-term condition
- The chair will also work closely with hospital patient forums
- Support commissioning processes relevant to improving maternity services for the local population of Rochdale and Oldham

Promotion and communication

- Promote Maternity Voices Partnership in the community generally, to seldom heard groups and at key events and other meetings
- Establish good relationships with partners and stakeholders, internal and external
- Promote and enhance the reputation of the Rochdale and Oldham Maternity Voices Partnership

Meetings

- Prepare agenda and papers in relation to MVP Meetings
- Attend and chair formal MVP meetings virtually and in person -where applicable
- Ensure all stakeholders are able to contribute to the Rochdale and Oldham MVP meetings, supporting service users to present their experiences as needed
- Work alongside Healthwatch Rochdale to actively reach out to and recruit new maternity service users to get involved in MVP activities
- Actively encourage seldom heard voices to be involved from both Rochdale and Oldham
- Support service users to represent their own views but also those of wider service users where these arise, and offer on-going support
- Mentoring other service users to ensure the sustainability of the MVP
- Be involved in recruitment interviews, for example for midwives and consultants and also MVP Volunteers
- Create regular opportunities to hear a wide range of service user views by holding service user meetings and attending other existing groups for example: children's centres and baby clinics

- Attend and contribute to quarterly Local Maternity System meetings with appropriate additional LMS remuneration where authorised
- Periodically take part in discussion groups, forums and focus groups for service users without care providers present to share personal experiences
- Attend and/or arrange attendance of other service user representatives at the following:
 - Labour Ward Forum
 - Rochdale and Oldham Better Births Meetings
 - Breast Feeding Groups
 - Any other gatherings where women's voices need to be heard or to gather feedback for example from conferences and open days

Influencing strategic development

- Prioritise areas of focus and objectives for Rochdale and Oldham MVP based on service user and community feedback and champion co-production in service development
- Contribute to the MVP Annual Report
- Contribute as appropriate to reviews of the MVP, Trust and LMS work streams with commissioner, Matrons, Head of Midwifery and specialist midwives
- Contribute towards the review of maternity guidelines

Training and Development

Training will include:

- An overview of the function of the MVP, the duties of the chair and other related matters
- Healthwatch Induction process
- Introductory meetings with the CCG Commissioners and/or Head of Midwifery/senior midwives at Oldham Royal
- Training and development relevant to assessed need and to enhance existing skills

Your Commitment

- Attend local MVP meetings and any ad-hoc meetings which may be relevant to the role. Task and finish groups may also be implemented as and when required with agreement from MVP members participating in them
- Face to face engagement will occur in both central Rochdale and Oldham (when allowed)
- Attend meetings virtually via Zoom
- Support the Maternity Voice Partnership voluntary members with agenda items and topics for consideration
- Act in accordance with the Nolan Principles of conduct in public life in carrying out this role - selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Ensuring that the MVP Terms of Reference is always followed
- Adhere to the code of conduct for Maternity Voice Partnership Members

Benefits

- A Laptop for sole use as Chair of the MVP
- Remuneration for role
- Being the voice for local people
- A chance to upskill via bespoke training
- Personal Development

- Influencing co-production of maternity services

Person specification

The Chair is required to have the following experience, understanding and skills:

- Be passionate about every woman having the best experience, however complex her care needs
- Chair meetings with service users and multidisciplinary teams
- Have skills and enthusiasm in networking, connecting and building relationships in order to work in partnership with service users and professionals, with the ability to balance opinions to ensure all voices are heard
- Have excellent communication skills and demonstrate the ability to communicate complex and challenging issues effectively
- Have the ability to represent people's views and to mediate between people of differing views
- Be patient and persistent
- Be a resident of either Rochdale or Oldham
- Be confident to question information and explanations supplied by others who may be experts in the field and/or hold strong views
- Demonstrate kindness and empathy in your interactions
- Have the skills and enthusiasm to be proactive in engaging with a wide range of service users and professionals
- Have a knowledge and understanding of local women's diverse needs and a commitment to ensure all women's, their families and partners voices are heard
- Demonstrate a commitment to improving outcomes and tackling health inequalities
- Have the ability to review documents in order to offer comments on behalf of service users

**Please note applications must be received by 12 noon on the 10th May 2021.
Interviews will be held on the 14th May 2021**

Rochdale and Oldham Maternity Voices Partnership CHAIR - Person Specification

Please note applications must be received by 12 noon on the 10th May 2021.
Interviews will be held on the 14th May 2021

Requirements	Essential Desirable	Method of Assessment A = Application Form I = Interview
1 Skills and competencies		
(a) Ability to exercise independent judgement.	E	A / I
(b) Ability to contribute to the development of key policies, strategies, service redesigns and quality performance.	E	A / I
(c) Excellent communication skills, capable of playing an active role at meetings and engaging with people in different capacities and from different communities.	E	A / I
(d) Good written and verbal communication and active listening skills.	E	A / I
(e) Good information technology skills.	D	A / I
(f) Ability to prioritise areas of focus and objectives for Maternity Services.	E	A/I
(g) To review and discuss items on the MVP agenda to develop Tasks and Actions	E	A/I
2 Knowledge - type and depth		
(a) Knowledge and awareness of the areas and communities within which the organisation works, and the key issues within the Oldham and Rochdale localities	D	A / I
(b) Knowledge of community development.	D	A / I
(c) Good understanding of the duties and function of Maternity Services.	D	I
3 Learning and development - type and depth		
(a) Willingness to follow learning, development, or training through to completion.	E	A / I
(b) To upskill and share further training needs	D	I

Requirements	Essential Desirable	Method of Assessment A = Application Form I = Interview
4 Experience - <i>quality and relevance</i>		
(a) Broad and varied life experience.	E	A / I
(b) Have a knowledge and understanding of maternity service issues	E	A/I
(c) Experience of making significant or difficult decisions about an organisation.	D	A / I
(d) Experience of working effectively as a member of a team.	D	A / I
(e) Experience of Maternity Services, as a service user or through previous employment within Oldham or the Rochdale borough within the last 3 years.	E	A / I
5 Personal qualities and circumstances - <i>essential and directly relevant to post</i>		
(a) Strong desire to make a difference.	E	A / I
(b) Ability to act honestly, reasonably and with integrity.	E	A / I
(c) Flexible, adaptable and open minded.	E	A / I
(d) Passionate about promoting better outcomes in maternity services.	E	A / I
(e) Active commitment to equality and diversity.	E	A / I
(f) Time and commitment to effectively discharge the responsibilities of the post.	E	A / I
(g) Representative of Rochdale or Oldham as a resident.	E	A / I