

We are looking for an outstanding candidate to fulfil the role of Patient Participation Lead for Brighton and Hove Common Ambition, a patient involvement project, partnering with Arch Health, Brighton and Hove CCG, Brighton and Hove City Council Public Health Department and the University of Brighton.

Common Ambition launched in April 2021 and is a 3-year project, funded by the Health Foundation which aims to involve patients in the evaluation, design and delivery of health services for homeless patients in Brighton & Hove. The focus of the project is on ensuring patient voice and expertise is included in the commissioning and delivery of homeless health services in the city.

Our ideal candidate will be someone who has good experience of frontline work with people who are experiencing homelessness. They will be organised and able to manage a wide range of tasks to support the delivery of the outcomes set out in the project plan. They will also have excellent written and verbal communication skills with the ability to organise and understand complex information. We are looking for a team player with strong interpersonal skills, self-confidence and the ability to relate to patients and motivate them to get involved in transforming the system for the benefit of others.

This is a great opportunity to influence and improve health services for some of the most vulnerable people in our city, as well as helping Justlife to learn, develop and improve client participation across the organisation.

A) Job Summary – Patient Participation Lead

The role will focus on the patient participation within the Common Ambition project, and project support, working alongside the Project Lead and other stakeholders to develop, deliver and communicate the project, working toward the objectives.

The role will build good rapport and trust with patients, ensure the project is widely known about and accessed, and that the patients are able to have a meaningful involvement in the design and delivery of the health services and wider system. It will include implementing and engaging patients to be actively involved in patient participation groups, including a steering group, peer researchers and co-production workshop groups. Ensuring the patients have appropriate briefing and training where appropriate, are always at the centre of the project and worked with in an empowering way that aims to reach coproduction good practice.

The role will also include other elements of project support, including supporting the planning and delivery of the overall strategy, engaging stakeholders, analysing data and research, capturing learnings and contributing to reporting and evaluation.

B) Job Description

Engaging with patients of homelessness health services in Brighton & Hove so they are able to participate in the project and play key roles in shaping design and delivery of health services and systems. Working with the Project Lead and in partnership with other stakeholders to deliver the project effectively. Maintaining a self-learning approach and identifying training needs. This could include but is not limited to;

- Ensure the effective delivery of all patient/lived experience involvement aspects of the project
- Manage patient/lived experience recruitment and referral process
- To build good rapport and trust with patients/people with lived experience
- Develop creative and welcoming spaces, in person and online, to enable patients to be comfortable to engage in the project
- Work with the project team to develop and deliver the co-production strategy
- To support the project leader to convene and service project board and steering group meetings.
- Develop good relationships with all stakeholders
- Support development and delivery of policy, procedural and administrative systems
- Handle correspondence relating to the project
- Play an active role in events to promote the Common Ambition project
- Support data collection, research, analysis and reporting elements of the project
- Make presentations to small groups
- Contribute to a positive working culture
- Promote the homelessness health services in a positive way, adopting a flexible approach to problem solving and service delivery.
- To be part of and contribute to the Justlife staff team, attending meetings as appropriate and to be involved in appropriate staff development and training as well as continuing professional development and be committed to team events

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of Justlife. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework, and in performing other duties commensurate with these responsibilities, the band of the post and skills and qualification of the post-holder.

C) Person Specification

Experience:

- | | |
|---|-----------|
| • Experience of frontline work with people who are homeless | Essential |
| • Excellent verbal communication skills | Essential |
| • Excellent written communication skills | Essential |
| • Experience of patient / public participation | Desirable |
| • Experience of research | Desirable |
| • Experience of co-production and/or service design | Desirable |

Skills/Abilities:

- | | |
|---|-----------|
| • Proven ability to build positive relationships with vulnerable people | Essential |
| • Ability to work independently | Essential |
| • Strong IT skills | Essential |
| • Willingness to undertake varied roles within the team | Essential |
| • Must be able to undertake occasional travel and out of hours working | Essential |

Knowledge:

- | | |
|--|-----------|
| • An understanding of health and safety policies and procedures that aim to keep staff and service users safe. | Essential |
| • Undergraduate degree in relevant field or evidence of equivalent | Desirable |
| • Knowledge of local health & homeless services | Desirable |

Personal Attributes:

- | | |
|---|-----------|
| • Enthusiastic and flexible | Essential |
| • Team Player | Essential |
| • Non-judgemental | Essential |
| • Challenge's discrimination | Essential |
| • Commitment to the values of Justlife; | Essential |
| ○ Collaboration before competition | |
| ○ People before programmes | |
| ○ Innovation before Institution | |

Employment Terms and Conditions

Job Title:	Patient Participation Lead
Hours:	22.5 hrs per week
Contract Type/Term:	Permanent (3-year project)
Normal hrs to be worked:	TBC
Location:	Brighton
Salary:	£26,325 (Pro rata)

- 1) Annual leave entitlement is 27 days plus bank holidays.
- 2) This role requires an enhanced Disclosure and Barring Service (DBS) check and a barred list check.
- 3) Relevant training opportunities, monthly supervision from line manager and external supervision provided.
- 4) Further employment conditions are detailed in the employment contract, which is available to view upon request.

Closing date for applications: **5pm Monday 28th June 2021**

Interview dates week commencing: **12th July 2021**

Please send applications by email to: recruitment@justlife.org.uk

Please note:

You will receive an automated acknowledgement of receipt of your application via email when submitted.

*Shortlisting will take place w/c **28th June**. If you do not hear from us by **5pm on Friday 2nd July** please assume your application has been unsuccessful on this occasion. **As Justlife is a small organisation we are unable to provide feedback on unsuccessful shortlisting.***

Justlife is an equal opportunities employer and considers all applications received.