**Wessex PIN Operations Meetings Co-Chair**

**Role Summary**

The Wessex Public Involvement Network (Wessex PIN) is looking for an enthusiastic and motivated Co-Chair to help us achieve and further our goals of working together, sharing expertise and supporting us to adapt to changes in health and social care research.

Applicants need to live within reasonable travelling distance of Southampton and be able to commit to a minimum of 6 days per year, with availability for an additional 3 half days to attend Strategic Oversight Group meetings desirable. Availability to help organise and run additional events would also be desirable, but is not a necessity. All commitments will be reimbursed at a rate of £18.75 per hour plus expenses.

We have just begun an 18 month-long funding period, and hope to appoint a Co-Chair for at least the duration of the current funding cycle (ending March 2021).

**Background**

The Wessex PIN is a network of Wessex-based National Institute for Health for Research organisations set up in 2017 with the aspiration of excellence in public involvement (PPI) practice within health and social care research. All the member organisations are concerned with health and care research that is relevant and has an impact. The Wessex PIN commits to research that is carried out *with* or *by* members of the public, rather than *to*, *about* or *for* them’ (INVOLVE 2019).

Objectives of the Wessex PIN

1. Working together and sharing expertise and effort, improves how we involve the public in research.
2. Creating a strong public involvement workforce, supporting and developing staff, public contributors and researchers.
3. Working as a network helps to avoid duplication and ensures sensible use of resources.
4. To withstand change within the health and care landscape, by utilising the strength of the network.
5. Implementing new and adaptive approaches to public involvement.

Structures

Wessex PIN is made up of two main groups which guide our direction:

The **Wessex PIN Operations Group** is a bi-monthly forum for PPI staff and public contributors in member organisations to share, develop, and support our public involvement practice.

The Operations group is accountable to the **Wessex Public Involvement Network Director’s Strategic Oversight Group**, which provides strategic leadership in supporting the PIN to meet its aims, and provides oversight. The Board meets regularly every three months, and provides a link to the NIHR Wessex Directors group, which funds the PIN.

**Responsibilities will include:**

**Co-Chairing:** To co-chair the Wessex PIN Operations meetings with a staff member. This includes helping set the agenda and finalising the minutes.

**Advising:** To offer your advice and input in all aspects of the Wessex PIN’s activities.

**Advocating for stakeholders:** To advocate for patients, carers and the public in the activities of the network.

**Adhering to standards:** To promote and support Wessex PIN’s adherence to the [NIHR INVOLVE public involvement standards](https://www.invo.org.uk/wp-content/uploads/2018/06/Public_Involvement_Standards_v1.pdf)

**Optional responsibilities**

**Representing the PIN:** To promote and represent the Wessex PIN locally, regionally and nationally.

**Attendance at Strategic Oversight Group:** To represent the Operations group, with staff members.

**Find out more**

Email Barney Jones (william.jones@uhs.nhs.uk) or call (023 8120 4989) by Monday 24th February.

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| **Criterion** | **Essential** | **Desirable** |
| **Qualifications** | * No formal qualifications required
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| **Experience & Knowledge** | * Experience of taking part in PPI activities as a patient or public representative (or equivalent experience)
* Experience of chairing meetings
 | * Knowledge of the NIHR
* An understanding of health & social care research
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| **Skills & abilities** | * Excellent communication & interpersonal skills
* The ability to understand the context within which the Wessex PIN operates (e.g. organisational structures)
* The ability to use a computer & access and use Google Drive via the internet.
 | * Experience of presenting to an audience with or without the use of audio visual equipment
* Use of email & Microsoft Office
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| **Personal Qualities** | * An interest in and commitment to improving health and social care
* Flexibility & empathy
 | * Confidence & a belief in the difference your own contribution can make to health & social care research
* Tenacity & resilience
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| **Living the NIHR public involvement values** | * Commitment to being inclusive
* Valuing shared working & mutually respectful relationships
* Valuing & supporting learning for public involvement
* Using plain language & valuing two way communication
* Commitment to capturing & sharing the difference that public involvement makes
* Commitment to shared decision making to promote & protect the public interest
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| **Special Requirements** | * Ability to travel & attend meetings within Wessex
 | * Willingness to travel to events outside of Wessex
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**Professional experience requirements/skills**