

## **Volunteer Role Description**

### **Advisory Board Member**

As a Board member you will play a role in setting the strategic direction of Healthwatch Tameside, ensuring that the Healthwatch Tameside vision, aims, and values are upheld. The Healthwatch Tameside Board is accountable to Action Together, the organisation that holds the contract to provide Healthwatch in Tameside and is in place to ensure the delivery on an effective Healthwatch in line with legislation.

### **Why should you be a Healthwatch Board member?**

Healthwatch Tameside is the only champion for people who use health and social care services in Tameside. We have a vital role to play in ensuring people in Tameside are engaged, listened to and provided with an avenue to tell us their views and opinions. By people sharing their experiences with us we can bring these to health and care providers and decision makers in Tameside to influence services to make them better. You will play a crucial role in making sure the way that Healthwatch Tameside is governed. Good governance leads to good delivery. We need your skills, abilities, knowledge and experiences to be the best we can be.

### **What will the role involve?**

- Having a clear understanding of the role of Healthwatch and working with other Healthwatch advisory Board members and staff team to plan, review, evaluate and oversee Healthwatch Tameside
- Promote Healthwatch and our role within the local community
- Being accountable for Healthwatch delivery and ensuring the service adheres to its purpose, acts in the best interest of the host organisation, manage resources appropriately and comply with the services governing document and the law
- Produce Strategy and a Business Plan with Healthwatch Manager
- As an advisory Board member, be accountable for holding Board responsibilities linked to the Healthwatch contract
- Uphold the Healthwatch brand by adhering to Healthwatch values and behaviour whilst minimising and mitigating risks to delivery and reputation
- Engage with appropriate local people within Tameside, to understand the strategy for the delivery of health and care services
- Having a clear understanding of the responsibilities as a Board member, and expectations as an individual member and collectively as a Board. This will include attending at least two Board meetings per annum
- Keep up to date with governance good practice and implement this in Healthwatch Tameside

### **Personal specification/requirements**

- Ability to work as a team with other volunteers and staff
- Effective communication skills and ability to ask questions, listen well and provide challenge when needed and appropriate
- Decision making skills

- Be comfortable volunteering from home and using online meeting platforms e.g. Zoom or Microsoft Teams (training can be provided in the latter)
- Respect and ability to keep confidentiality
- An ability to commit to attending / participating in Board meetings, at least twice per annum
- A commitment to participate in an appraisal system

### **How will we support you?**

As well as the Healthwatch Tameside volunteer handbook, you will have regular contact with a member of the Healthwatch team to provide you with support and guidance throughout. You'll receive full training including a Board member induction and be part of a team who'll make sure your volunteering experience is positive.

### **How much time is involved?**

The Healthwatch Tameside advisory group meets once every two months for two hours. You will also need to set a few hours aside a month for reading and preparing for the meeting. If you become a member of a sub- group or committee this will require an extra time commitment.

### **How to apply**

#### **Have a question?**

If you need support with your application or have any questions about the opportunity, please get in touch by email at [info@healthwatchtameside.co.uk](mailto:info@healthwatchtameside.co.uk) or call 0161 667 2526.

#### **Apply now**

Please complete the expression of interest form and send it to Healthwatch Tameside either by email [info@healthwatchtameside.co.uk](mailto:info@healthwatchtameside.co.uk) or by post Healthwatch Tameside, 131 Katherine Street, Ashton-under-Lyne, OL6 7AW

#### **What next?**

Your expression of interest form will be read by our panel and an interview will be offered to potential candidates as soon as mutually convenient.

Thank you for your interest in supporting the work of Healthwatch Tameside.