



Working in partnership to improve maternity & neonatal services

Role description and information pack for Chair vacancy, May 2023

Introduction:

Royal Berkshire Maternity Voices Partnership is an independent NHS group, funded by the Local Maternity and Neonatal System, led by parents and made up of parents, hospital staff, and other stakeholders.

Our role is to scrutinise local maternity services, gather feedback from those who have used them recently, and work with staff to identify and make improvements.

We do this by engaging with our local communities, listening to what they say, then feeding that back as a critical friend to the service, before working together in coproduction to make positive change.

The MVP:

The MVP is led by a parent chair who is supported by an active vice chair and secretary – both also parents. We have a growing group of volunteer parent representatives who help offer feedback, feed into projects and are available for ad hoc work. Working in partnership we also have members within the hospital and LMNS staff, relevant charities, other professionals, and stakeholder organisations.

Some of our achievements are the introduction of the homebirth team and of personalised Caesarean birth. We have contributed to improvements on wards, and the induction of labour process. We regularly review all the maternity information leaflets and are currently working on improvements to the postnatal wards. We also sit on steering and compliance groups to help shape strategic planning and represent the service user voice at all opportunities.

The Chair role:

After a successful tenure our chair is moving on to focus on a regional role with the NHS (after over four years in role and eight years with the MVP) and we are looking for someone to continue the leadership of this established and influential Maternity Voices Partnership.

You will head up and lead a small team made up of volunteers and paid contractor members, and engage with a wide range of stakeholders including Health Visitors, charities, and service users, in addition to developing close relationships with the maternity senior leadership team.

You will work closely with the MVP vice chair and secretary as the core team, and also

manage the equity coordinator and equity project.

You will have personal experience of having used maternity services whether in the UK or another country, and be passionate about improving maternity care for everyone who uses it, with a particular focus on those who experience poorer outcomes.

You will attend and contribute to meetings at various levels including the Local Maternity and Neonatal System (LMNS) and the hospital trust, and have regular one to ones with senior staff, the trust Chief Nurse, and the Non-Executive Director for maternity. Find out more about the meetings below.

You will also organise, agenda, and chair the bi-monthly MVP meetings held online attended by 30-40 stakeholders and hospital staff.

A key part of the role is identifying improvement projects from feedback and discussions, and developing those with the help of our team of parent reps.

You will be as comfortable gathering feedback from parents as you are with gently challenging senior staff as a critical friend.

You will also be happy sitting on hospital interview panels as part of recruitment.

You will be a visionary who is unafraid of making decisions, but who always uses a collaborative coproduction approach and leads by inspiring and empowering others.

You might already be a leader, or you might have gained these skills from other experiences and be keen to take the next step to put them into action.

You don't have to have formal qualifications, as long as you can demonstrate your skills and expertise.

Other details:

This is a self-employed role, and you will be responsible for invoicing regularly for your time, and doing your own tax return with HMRC.

You will need your own equipment such as computer, phone and printer but will be reimbursed for call and printing costs.

The time commitment is between 1 and 2 days a week (there may be potential to expand this dependent on ongoing funding discussions). The role is self-employed, and remunerated at £20/hour with all necessary out of pocket expenses covered.

There is training available and the outgoing chair can provide a period of joint working as a live handover.

Skills:

Management of small team
Working across a wide range of stakeholders
Strategic/forward planning
Able to assimilate complex information
Able to bring and represent all service users/a wide range of views
Knowledge of coproduction and/or user experience
Live within the RBH catchment area
Able to travel within area, and occasionally to conferences around England
Able to work flexibly across five days to accommodate set meetings, mostly within school hours but on occasion outside school hours but within office hours (conferences may exceed these hours)

Desirable skills

Setting and managing budgets
Social media management
Interviewing/feedback gathering
Presenting/public speaking

Meetings

The Chair is required to attend a number of meetings with both the hospital trust and the Local Maternity and Neonatal System, at which you will give updates on the MVP work and also contribute to discussions about care planning and provision, bringing a service user perspective and representing the wide range of communities across our patch, by being aware of all the different ways in which a service user might access and experience care.

Main MVP meetings – the 2nd Monday of every other month, 9.45-12.15, except where there are bank holidays and it will then be the third Monday. These are currently booked for May 15, July 17, September 18 and November 20.

Trust meetings

Intrapartum strategy – 4th Wednesday of every month 1.30-3pm

Clinical governance - 2nd Friday of every month 2-4pm

Patient and staff experience committee – 4th Monday of every month 11-12

Attended by the vice chair:

Maternity Equity Steering Group: 13:30 – 14:30, Repeats every month on the third Wednesday, until Wednesday 20 Sep

RBFT Infant Feeding Strategy Meeting 09:30 – 10:30, Repeats every month on the third Wednesday

LMNS meetings

LMNS Board – quarterly, day and time varies

Stakeholder panel – quarterly, no set schedule for day or time

Workstreams – varied times

SI panel – 4th Tuesday monthly 10-12 (shared on rotation with other LMNS MVP chairs so need to attend one in every three, currently agreed as 23 May, 26 September and 28 November)

Regional meetings

Monthly call with SE service user voice lead and other MVP chairs – one hour, time and day varies

National meetings

Occasional national meetings