



Fife Voluntary Action

Lived Experience Team Facilitator

Job Description

Post Title: 3 x Lived Experience Team (LET) Facilitators

Hours: Part-time – 7hrs per week – hours will vary significantly according to project need.

Work location: Hybrid working.

Salary: £14/per hour.

Reporting to: Lived Experience Team Co-ordinator.

Main Purpose of Post

These posts are funded by Fife Health and Social Care Partnership (HSCP) to support the Mental Health & Wellbeing in Primary Care Services (MHWPCS) programme. The programme aims to shape and improve local mental health and wellbeing services by drawing on the local knowledge, skills and experiences of people who use, deliver and commission services. The programme commits to operating in a way which creates the enabling conditions for co-production, giving people and communities greater control whilst ensuring greater collaboration and responsiveness at local level.

LET Facilitators will support outreach and engagement with people who use services to work alongside staff to recommend improvements to mental health and wellbeing services in our communities.

Successful applicants will work flexibly, including occasional evenings or weekends, to support this.

The LET has a particular focus on contributing to the growth of co-production to improve health and social care, employability services, and workplace policies and practices around mental health. To find out more visit: https://www.fva.org/lived_experience_team.asp

Main Duties

1. Work closely with Employability Development Manager, LET Co-ordinator & Fife H&SCP colleagues to help design and deliver co-production activities within specific policy/geographic contexts in Fife.
2. Motivate the voice of experience from *all* perspectives during activities.
3. Support co-production activities, helping to ensure they are consistently delivered in an interactive and engaging manner.
4. Support facilitation of sessions at a pace adapted to each group, including facilitating smaller group discussions.
5. Take personal responsibility for contributing to high quality standards in relations and communications.
6. Be prepared for sessions in advance and provide feedback following sessions.
7. Work occasional evenings and/or weekends as necessary to ensure appropriate fulfilment of duties.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role.

Personal qualities:

The LET Facilitator must have lived experience of mental health challenges, trauma and/or unemployment and be personable, self-aware, and have the ability to:

- Quickly build rapport within a group.
- Verbally communicate clearly and concisely.
- Be a good listener and questioner.
- Support participants in an inclusive and friendly manner.
- Be aware of group needs and explore all perspectives with fairness.

Lived Experience Team Facilitator - Person Specification

Essential criteria

- Lived experience of mental health and/or employment challenges, and accessing mental health and/or employability services;
- Practical experience of actively engaging and contributing to meetings, workshops and training both online and in-person;
- Ability to cope effectively with strongly expressed views;
- Emotionally intelligent; able to build and sustain positive relationships with others;
- Willingness to learn, work as part of a team and to help others;
- Basic IT literacy including e-mail and Microsoft packages;
- Ability to travel within the Fife area, and work flexibly;
- Commitment to equal opportunities.

Desirable requirements:

- Experience of facilitating group discussions;
- Knowledge of mental health services, employability sector, and anti-stigma work in Fife;
- Knowledge of co-production and experience of working in co-production contexts;
- Experience of using online tools such as zoom and Teams;
- Experience of working/volunteering within the third sector.

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