

**Role Description: Neonatal Lead**

**Role Responsibilities:**

* Contact point
  + Be a contact point as needed for neonatal parent enquiries to the MNVP
* Formal Meetings
  + Attend and contribute to four formal MNVP meetings per year (Jan, Apr, Jul and Oct)
  + Attend and contribute to regional neonatal Parent Advisory Group (PAG) meetings
  + Scope and attend as needed meetings where neonatal service user voice is needed
  + Contribute to annual MNVP report and workplan
* Feedback
  + Lead on gathering feedback of local neonatal service user voice both in person and online
  + Design and manage electronic surveys as needed and collate results
* Networking with other Maternity Forums
  + Be a member of and participate on the MVP Chairs and Service rep Facebook page
  + Network with the other local Berkshire Oxfordshire & Berkshire MNVP’s
  + Stay up to date with work going on within the PAG and how other MNVP neonatal leads are run - what works well elsewhere
* Maternity Forum Representation
  + Attend as needed a back up to quarterly Maternity Steering Group meetings (online)
  + Attend as a back up to regional and national maternity gatherings where women and family neonatal voices need to be heard
  + Attend as a back up to LMNS Board meetings online
* Promotion
  + Be involved with promoting the MNVP to the public - possibly writing for local newspapers, magazines, etc.
  + Be involved with promoting the MNVP to NHS staff - possibly writing for internal publications, etc.
* Neonatal Information Leaflets and Co-production
  + Work towards helping local neonatal team to develop information leaflets created for families to ensure best use of language and unbiased presentation of information
  + Work towards active involvement in co-producing changes to neonatal services
* Nolan Principles

Act in accordance with the Nolan Principles of conduct in public life in carrying out this role:

* + Selflessness
  + Integrity
  + Objectivity
  + Accountability
  + Openness
  + Honesty
  + Leadership

**Person requirements**

* Must have lived experience of the neonatal unit at Stoke Mandeville Hospital
* Must not be a BHT neonatal member of staff
* Good communication skills and confident in speaking at meetings
* Can demonstrate empathy and compassion when listening to family experiences of care
* Passionate about improving neonatal services
* Ideally has access to laptop or similar IT with capability for online meetings, email and word processing

**Hours:** Neonatal Lead – 2.5 days per month (based on 7.5hrs per day). Volunteer role but funding available at £20 per hour. To be worked flexibly across Monday to Friday.

An invoice template will be provided to support claiming for time and any expenses incurred.

**Location** – primarily home based but there may be occasional work in various locations around Buckinghamshire.