

**Application Form South Thames Paediatric Network Board
Parent Representative**

Name _____

Job title _____

Employing Organisation (if applicable) _____

Email _____

Phone (mobile) _____

Phone (work) _____

1. Why did you decide to apply for the role?

(NB boxes will expand to accommodate text)

2. Relevant history to this role – career or personal.

3. Please describe your experience of NHS hospital-based healthcare, including your personal experience and experience representing others. Please explain how you would use this experience to inform and influence future care for children and young people across South London and South East England.

4. Please provide three areas of specific expertise and skills that you would bring to the advertised role (Parent Representative).

5. Please describe how you would promote equality, diversity and inclusion in this role.

6. Please describe what you hope to achieve through your involvement with the STPN as parent representative.

7. Please describe how you would work to ensure you are able to represent the interests of children and their families throughout the network.

8. Please provide names and contact details for two referees who are able to support your application and endorse your suitability for this role.

9. Would you consent to undergoing a Disclose and Baring Check (previously known as a Criminal Records Bureau check)?

10. Please state if you hold any convictions from any offence over the last 5 years.

11. Please make us aware of any additional accessibility arrangements. (e.g. larger text, online meetings etc.)

12. Please include any further comments or information.

Please note that as this role is to provide an independent view we are unable to accept applications from a spouse, partner, parent, or child, of a member of the STPN Board or team.

Thank you for your interest.

STPN Network Board – Parent Representative Role Description

Position: Parent Representative, South Thames Paediatric Network

Parent Representatives

Parent Representatives are people who are willing to share their perspective and experience of the NHS to inform health services in a range of different ways and they also seek views from others.

The STPN is committed to ensuring that the views of patients, family members and carers are included in the decision-making process. The input of Parent Representatives allows the network to make fully informed, patient focused decisions that impact Paediatric patients across the region and influence the long-term strategy of its network of hospitals. Please note that the Board is not able to discuss specific cases as we do not work with patient identifiable information.

Role Specification

Specification	Essential	Desirable
Relevant Experience	<ul style="list-style-type: none"> Experience of what it means to be a parent/carer of a child or young person with the need to access specialised services. 	<ul style="list-style-type: none"> Previous experience as a user representative. Previous experience of leading a forum or group which represents service users. Previous experience of work with charitable organisations supporting the needs of CYP. Previous experience of healthcare services for CYP. Previous experience demonstrating an awareness of health inequalities relating to CYP.
Education/Training	<ul style="list-style-type: none"> Willing to undertake relevant training to be able to fulfil the role. 	<ul style="list-style-type: none"> A working understanding of emails, Word, Excel, PowerPoint. Understanding of websites (creation and maintenance).
Relevant Skills/Aptitudes	<ul style="list-style-type: none"> Good listening skills. Ability to build relationships quickly with professionals and parent/carers. Ability to maintain confidentiality. 	<ul style="list-style-type: none"> Skilled in networking and developing positive partnerships. Well-developed interpersonal skills with an ability to communicate with

	<ul style="list-style-type: none"> • Ability to be objective and focus on the collective view of parents, putting their own personal circumstances or situation to one side. • Openness and honesty. • Willingness to work with others in a solution focused way. 	<p>professionals, colleagues, and parent/carers.</p> <ul style="list-style-type: none"> • Ability to motivate and inspire families.
Organisation and Administration Skills	<ul style="list-style-type: none"> • Ability to work as part of a team. • Ability to reach out to other parent carers. 	<ul style="list-style-type: none"> • To be able to use own initiative and work effectively individually if needed. • Ability to use the internet and social media platforms with confidence.
Additional Requirements	<ul style="list-style-type: none"> • Be prepared for flexible working around your own circumstances. • Be able to attend STPN Board meetings in person or on MS Teams. 	<ul style="list-style-type: none"> • Be able to travel around the STPN geography.

Main Duties and Responsibilities of the Role

- Represent the views of children, young people and their families to the Board and actively participate in and contribute to its work.
- Attend meetings or events and allocate sufficient time to prepare.
- Engage effectively with local CYP and families, service users, carer groups and the wider community to ensure that their voice is heard, communicated and acted upon.
- Proactively seek feedback from existing forums representing users of health services.
- Proactively seek feedback from other groups of CYP and families not represented by existing forums, especially under-represented groups.
- Participate as required in patient, service user and public engagement activities held by or connected with the STPN (such as conversation events).
- Always act ethically with regard to potential conflicts of interest, and respect and observe the values.
- Support STPN Board and team members to enhance and broaden public participation.
- Help shape the future vision and ambitions for the involvement of CYP and families in the work of the STPN.
- Act as an independent sounding board and a 'critical friend' by asking challenging questions as appropriate, and review public-facing information as requested.

The Parent Representative must be able to:

- Understand the role of the STPN and the scope of its work.
- Acquire an understanding of STPN priorities and objectives.

- Understand that the role's purpose is to represent the collective voice of the public, not a particular agenda of any person, interest group or organisation.
- Respond appropriately to the needs of different audiences.
- Demonstrate the qualities that align with the values of the STPN; selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.
- Communicate effectively both verbally and in writing.
- Respect other people's views, and allow others with differing opinions, life choices, or experiences to be equally heard.
- Work closely and collaboratively with others as part of a team.

Benefits of the Role

- Supports the network and the wider Paediatric community
- Pass on experiences that could provide learning opportunities or service improvements
- Gain exposure to senior NHS stakeholders and knowledge of the healthcare system
- The flexibility to commit as much or as little time as a person can give
- Reimbursement of travel expenses

How you will be supported in this Role

We are committed to supporting Parent Representatives and removing any barriers that may prevent them from contributing to the Network. We also wish to ensure that representatives reflect the diversity of our population and that we hear a range of voices and opinions. Therefore, the STPN will:

- Reimburse travel expenses where necessary, upon production of receipts.
- Arrange an introductory meeting with key member(s) of the STPN Team before your first board meeting.
- Send copies of meeting papers ahead of time so that you have enough time to prepare.
- Allow you to ask questions or discuss queries before or after meetings.
- Support a flexible time commitment outside of core network meetings.