**Job Description**

**Post:** Coproduction and Participation Coordinator

**Hours per week:** 34 (full time)

**Salary: 2b** £24,947

**Contract:** Permanent

**Location:** Norwich or Home based- see the Information for Candidates for further important information about Beat’s offices.

**Our Values**

At Beat, we share the vision of an end to the pain and suffering caused by eating disorders. We are inspired by the people we serve, by the difference we can make, and by our commitment to each other.

To make our vision a reality, we need to be bold. It takes a particular courage for our beneficiaries to ask us for help. And we need to be courageous in return – being proactive in seeking new opportunities, embracing new ways of working, and challenging things that are preventing our vision from becoming a reality.

Central to our success is our commitment to building and maintaining supportive and mutually empowering relationships with our colleagues, supporters and beneficiaries. In turn, these relationships provide us with unique experience and learning, which we use to speak with both compassion and authority about the realities of eating disorders.

We also believe that people performing at their best are happier in their work and that happy people perform at their best. So we create and protect a trusting and collaborative environment where people can experiment, learn and flourish.

We all have the responsibility of ensuring our behaviours and relationships reflect these values on a day-to-day basis and for holding ourselves and each other accountable when they do not.

When we get this right, we will achieve brilliant results together, making Beat a truly inspiring and enjoyable place to work.

**Purpose of the post**

This is a new role created to expand our coproduction work. Many of our NHS partners are asking for our expertise so we’re looking for someone to help make a huge difference to the way that Beat, the NHS and the rest of society operate in relation to people with eating disorders, all with a focus on making their treatment, recovery and the world they live in more closely aligned to the way they want and need it to be.

**Relationships**

The postholder will sit within the Central Services team and will report to the Head of Volunteering. They will have a close, matrix management relationship with the Coproduction Lead who they will support to develop, co-ordinate and deliver our internal co production activity and to help external organisations carry out high quality, meaningful co production.

They will work closely with the Volunteering Team and other teams across Beat to support them in their use of coproduction.

They will also build external relationships with partners (in NHS eating disorder services and other similar partners), where Beat is commissioned to provide coproduction services.

They will recruit and support participants with lived experience to effectively share their opinions in a range of coproduction projects.

**Key Responsibilities**

1. Co-ordinate and support panels of lived experience participants and enable them to maximise their contribution through a variety of activities.
2. Support in the design and lead on the delivery of training and resources for lived experience participants and provide opportunities to maximise engagement.
3. Supporting the Co-production Lead in implementing the co-production principles across Beat & external partners, leading to a strong organisational culture of codesign and coproduction.
4. Supporting colleagues across Beat in the planning and delivery of Co-production work in major internal project as required.
5. Contribute to the development of coproduction projects in response to invitations to tender or pitch from NHS and other external partners and deliver successful commissions where appropriate.
6. Effectively utilise systems, processes and practises for high quality coproduction to operate at Beat both for internal and external projects, including regular monitoring and evaluation.
7. Support coproduction participants in their role to ensure they have a positive experience, ensuring they are valued and recognised, enthused about their impact and are supported in their wellbeing.
8. Collaborate with colleagues in the volunteering team to ensure that lived experience volunteers are recruited and trained to meet the various needs of Beat, including coproduction.
9. Contribute as an active member of the team to provide mutual support, work efficiently, share good practice and seek opportunities to develop and improve coproduction and participation across Beat
10. Ensure full implementation of Beat’s policies and procedures, including safeguarding and safe recruitment policies. Ensure effective support provision for lived experience coproduction participants.
11. Champion equality and diversity within coproduction work, and identify ways to increase representation from minority groups and across all eating disorder diagnoses.
12. Identify own personal learning and development needs and seek opportunities to address them.
13. Other responsibilities relevant to the purpose of the role as required by the line manager.

These responsibilities are subject to review and may be varied in emphasis depending on operational requirements.

**Person Specification –** Coproduction and Participation Coordinator

Candidates should take each of the points below and, using each as a sub-heading in the application form, demonstrate how they meet the requirements of the role.

Relevant Experience

Delivering successful coproduction projects, with delivery of required outputs in the specified timescale, ideally obtained in a charity environment

Working with vulnerable groups and providing support to ensure their voices are heard.

Personal Competencies

Good organisational skills with the ability to co-ordinate all aspects of a project, including recruitment, support, reporting and evaluation.

Ability to operate effectively in a highly cohesive, high performing team based on the principles of trust, mutual respect and empowerment

Excellent written and spoken communication skills with the ability to translate complex information into accessible messages suitable for their target audience.

Excellent listening skills, with the ability to demonstrate resilience, empathy and an understanding of boundaries when supporting people with lived experience of a mental illness who may express high levels of emotional distress.

Ability to facilitate meetings and workshops with different stakeholders

Specific Knowledge

Good understanding of co-production, in particular the spectrum from consultation through to full co-creation.

A good understanding of mental health issues.

Knowledge of safeguarding risks and processes.

Competent computer skills and familiarity with Microsoft Word, Outlook, Excel, Powerpoint and, ideally, Publisher.