



Promoting · Supporting · Influencing



## **SERVICE USER CHAIR FOR NEW MATERNITY PARTNERSHIP NETWORK**

**Are you passionate about maternity services?**

**Would you like to work with midwives, maternity support workers and the RCM to create a new way of supporting midwives and good maternity care?**

The Royal College of Midwives (RCM) is looking for someone with relatively recent personal experience of using maternity services, who wants to bring people together to work to improve the experiences and outcomes for all of those involved in maternity services.

We are looking for a service user to work with the RCM to help create, and for the first year be the Chair of an exciting new network.

Based on a collaborative model the RCM is going to bring service users, midwives, maternity support workers and student midwives together to support all areas of its work. The network represents an important opportunity to influence the work of the RCM to further align the needs of our members and the women and families they work with.

The individual will work with the RCM to recruit, establish and develop the network, including the development of a workplan, communications strategy and strong governance. There will also be a need to ensure an approach that is UK wide, celebrates diversity, and is aligned with the current strategic aims of the RCM.

It is estimated that the work will require a time commitment of around 3 – 4 days per month, which outside of arranged meetings can be worked flexibly.

The work will involve some UK wide travel and time will be spent at the RCM's headquarters in London.

We are happy to discuss ideas and opportunities for a flexible approach to carrying out this project, including considering ways that parents with babies and small children could fulfil the specification and work around family needs.

Please see the enclosed information pack for more information on this work, and if you would like to discuss this opportunity further please contact Kate Brintworth, the RCM's Head of Maternity Transformation at [kate.brintworth@rcm.org.uk](mailto:kate.brintworth@rcm.org.uk).

The RCM is committed to equal opportunities and welcomes expressions of interest from all sections of the community.



Promoting · Supporting · Influencing

## Additional information:

### Service User Chair for Maternity Partnership Network



**Thank-you** for your interest in being a Service User Chair for the Royal College of Midwives. We are delighted that you are considering working with us and hope that this information is useful to you.

### The Royal College of Midwives

The Royal College of Midwives (RCM) is the leading professional organisation and trade union for midwifery. More information can be found here: <https://www.rcm.org.uk/>

### Our mission is to:

- **Promote** midwifery, quality maternity services and professional standards
- **Support** our members, individually and collectively
- **Influence** on behalf of members and the women and families they care for

Representing the interests of midwives across the UK individually and collectively, we strive to promote excellence, innovation and leadership in the care of childbearing women, newborns and their families, nationally and internationally.

We are now looking to strengthen our voice by further engaging with our members and service users' voices.

### Working with the RCM

The work will be based on the successful individual working in an advisory capacity with the RCM and therefore it will be expected that apart from attendance at key meetings the individual will manage their own time and other resources and invoice the RCM appropriately.

The nature of this work is such that we recognise at times babies may need to come to meetings and events and we would like to extend our welcome to them.

It is important to note that the RCM works across England, Northern Ireland, Scotland and Wales, and the work will therefore include some travel around the UK to ensure representation geographically.



Promoting · Supporting · Influencing

The Service User Chair will work in close partnership with identified staff at the Royal College of Midwives Headquarters in central London and it is anticipated that they will be required to travel to the Headquarters reasonably regularly within the days allocated to fulfil the specification.

You will not be expected to engage with the media as part of this work but would be expected to forward any enquiries to the media team within the RCM.

### **Payment for services**

The RCM will reimburse this work at a rate of £150 per day and in addition will reimburse out of pocket expenses for childcare and travel.

Please note that this money will be regarded by HMRC as income and you are responsible for declaring it as such to the appropriate bodies. This may include HMRC, DWP, insurance companies or the Job Centre. The RCM cannot offer any financial or legal advice on these matters and individuals should ensure that they take appropriate advice to support their decision making.

### **How to express an interest**

If you are interested in undertaking this work, please complete an expression of interest form and equal opportunities monitoring form and send them by email to: [HR@rcm.org.uk](mailto:HR@rcm.org.uk).

We will communicate with you by email regarding your expression of interest.

Please note that the use of email will be required for this work.

We will use the information that you give us in your expression of interest to decide whether you have the skills and experience the RCM needs for this work to be undertaken.

If you are concerned that you may have any conflicts of interest in taking up this consultancy, please do get in touch to discuss this further.

If you have any difficulties with completing the expression of interest, please do get in touch at the same address.

## Process Timeline

Process	Date
<p>Planned closing date for expressions of interest</p> <p>The RCM may stop receiving expressions of interest at an earlier date if a large number are received</p>	<p>Monday 21 October 2019 at 5pm</p>
<p>Expressions of interest are reviewed and a shortlist for an informal selection meeting with RCM staff compiled</p> <p>The shortlist will be based on the criteria in the service specification</p>	<p>From 22 October 2019</p>
<p>Those shortlisted will be notified with details of the discussion. If you have not heard within 3 weeks of submission of your expression of interest, you should assume you have not been shortlisted</p>	<p>Monday 28 October 2019</p>
<p>Discussions with those shortlisted to be held at RCM HQ</p>	<p>Tuesday 12 November 2019</p>
<p>Notification of outcome to all shortlisted parties</p>	<p>Wednesday 13 November 2019</p>
<p>The start date will be decided with the identified person</p>	<p>TBC</p>



## Service Specification

### Consultant Service User Chair for Maternity Partnership Network

#### The key requirements:

- Gain an understanding of the role of the RCM and how it functions in order to develop an approach as to how the new network can support its work
- Recruit service users, midwives and maternity support workers to the network taking into account the need for diversity within the group
- Organise and deliver a welcoming event for the new members of the network to support the development of the terms of reference, communications strategy, governance and workplan
- Be the main point of contact for enquiries to the network in collaboration with RCM staff
- Act as an ambassador for the network both within the Royal College of Midwives and in the wider maternity arena, particularly with key groups such as the National Maternity Voices Partnership Group in England, parents' groups and charities
- Co-ordinate the network meetings, including the drawing up of the agenda and ensuring good management of papers and communication
- Chair the meetings of the network, ensuring all voices and opinions are heard and respected and that there is not a culture of single issues dominating the agenda
- Ensure that the focus remains on the work of the RCM whilst enabling the network to act as a critical friend
- Champion diversity and the importance of hearing from all users of maternity services
- Act as 'Project manager' of the workplan ensuring progress and that there is appropriate reporting into the RCM Executive and Board
- Develop the approach to communications within the network and with the wider RCM in between meetings
- Reading of and contribution to wider RCM documents as appropriate and agreed
- Production of an annual report on the work of the network for the Executive within three months of the end of the first year of working
- Act as a point of support for network members in liaison with the RCM point of contact
- Manage the budget in liaison with the RCM staff
- Act in accordance with the RCM's values: Operate with integrity, act in open and transparent ways, be accessible and responsive, support equality in service and promote diversity, have clarity of purpose, be highly visible to stakeholders, spread the leadership that role models our vision, values and behaviours



Promoting · Supporting · Influencing

## The skills and experience required to deliver the specification are:

- The ability to demonstrate leadership in bringing individuals and groups of people with diverse opinions and approaches together respectfully
- The ability to create a safe, welcoming environment that supports all members of the network to work with a co-production approach
- Skill at gathering information and views from the wider community around one's immediate place of work
- Knowledge of and insight into the key issues facing maternity services in the UK
- Experience of creating and championing innovative approaches to working
- Experience at chairing meetings to gain the most out of these face to face encounters
- Experience at public speaking and producing information in a range of formats for wider distribution
- Demonstrable commitment to equality and diversity
- Understand the need for confidentiality and working within data protection principles in the management of information and especially with respect to any sensitive information that the work may entail.