

Lived Experience Coordinator Job Description

Job Title	Lived Experience Coordinator
Responsible to	Programme Manager- Lived Experience and Health Inequalities
Department	Development
Salary	£25,000- £27,000 pro rata
Location	Remote working with some travel as required
Hours	30 per week (flexible)
Contract	Permanent

Key Responsibilities and Duties

As Lived Experience Coordinator your role will be to support the implementation of our coproduction strategy across the Bild Group and to provide support to our team of staff; associate consultants and volunteers with lived experience.

Your time will be balanced across these three core areas of activity, detailed below.

1 Provide direct support to our staff, associate consultants and volunteers with lived experience

- Responsible for the support of nominated individuals, including regular catch ups and arranging transport, accommodation or other support as required.
- Provide support for individuals at meetings both online and face to face as required.
- Provide support people individuals at Bild events such as conferences, training and webinars.

2 Co-ordination of meetings and reasonable adjustments

- Support the Programme Manager to coordinate meetings, take notes and apply reasonable adjustments as required.
- Ensure information is prepared in accessible formats including (but not limited to) easy read and plain English.
- Support with Bild events (including Bild Webinars and Conferences) to ensure that reasonable adjustments are applied, and support is coordinated.

3 Provide advice, support and training to the Bild (Bild Group) staff team on improving coproduction and making reasonable adjustments for people with lived experience (with support from Programme Manager)

- Working alongside the Programme Manager to support the Bild staff team to work more co-productively.
- Working alongside the Programme Manager to deliver training as needed to Bild staff team on how to deliver reasonable adjustments, making information more accessible and ensuring engagement is meaningful.

Other

- Ad hoc support on Projects as required
- Work alongside the Learning Disability Advisor/Educator
- Work collaboratively with the communications team to support wider engagement
- Keep abreast of relevant initiatives and developments within the sector
- Undertake relevant training as necessary including accessing new systems and software
- Plan, monitor, and report progress of activity, with understanding of how this supports activity across the Bild group

Additional Requirements

- Comply with Bild's policies as outlined in staff handbook.
- Avoid any behaviour that discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- The confidential nature of the work means that employees working within Bild must maintain the strictest security in relation to documentation and ensure that confidentiality is maintained at all times in accordance with relevant Data Protection and associated legislation

Equal Opportunities

Bild strives to be an equal opportunities employer. In working towards this aim no employee, or job applicant will receive less favourable treatment on the grounds of their role, gender, age, disability, race, nationality, ethnic or national origin, colour, sexual orientation, domestic circumstances, social and

employment status, gender reassignment, privately held political opinion, trade union membership, religious or similar philosophical belief, or disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Bild is committed to ensuring all employees have fair and non-discriminatory systems for recruiting or accessing training to enhance the development or promotion of staff.