

An exciting opportunity has arisen within the Patients' Advocacy Service, which is based in The State Hospital.

About the Patients' Advocacy Service

PAS is a company limited by guarantee with charitable status.

PAS provides an independent, highly skilled, responsible, and professionally run service within The State Hospital, whilst observing the safety and security. The service works within the hospital and promotes patients as individuals. We aim to give the patients a voice to have their views respected, their voices heard, to support and to enable patients to be fully informed and involved in decisions regarding their care and treatment.

Role Description

We strive to appoint Non-Executive Directors, each with different skills and experience to participate in the governance and achievement of the strategic objectives of the organisation.

The primary objective of the Board of Directors is to ensure probity and accountability and provide governance under the direction of the Chairperson, and to work in close partnership with the Manager to achieve the aims of Patients' Advocacy Service.

Specific Duties

Notwithstanding the Board members' undertaking, it is expected that every Director will always carry out the following specific duties to the best of their abilities:

- Ensure the organisation conducts its business in accordance with the Memorandum and Articles of Association and operates in accordance with relevant legislation.
- Govern the organisation within best practice frameworks.
- Attend and actively participate in Board meetings and the activities of the organisation, including the involvement in sub-committees, working groups and events.
- Contribute constructively to the role of the Board in determining strategy, developing policy, delivering accountability and in monitoring and evaluating the performance of the organisation.
- Ensure the resources of the organisation are deployed in pursuance of its objectives and its finances are systematically and regularly accounted for, audited, and made available to the public.

- Oversee the management of existing services and the development of new ones.
- Ensure the existence of a positive, open culture within the organisation, fostering effective working relationships between Board members, staff, partner organisations and other stakeholders.
- Actively participate where appropriate in the recruitment of staff.
- Protect the reputation and ethos of Patients' Advocacy Service and promote the organisation and its work, along with fellow Directors and staff, to existing and potential stakeholders, including the community, funding agencies, supporters, and local people.
- Proactively contribute specific personal skills, knowledge, and experience to assist the Board in reaching quality decisions. This may involve engaging in a range of activities including scrutinising reports and documents, leading or facilitating discussions, chairing or attendance at working groups, as well as providing specific advice and guidance on key issues of governance.

What we are looking for (Person Specification)

The current Board has a diverse combination of skills and experiences. We would particularly welcome candidates with a background in finance, mental health, human resources and current or previous voluntary sector experience. We welcome applicants from all sections of the community, those with disabilities and people from minority ethnic communities currently under-represented on our board. In addition, we are looking for the following attributes:

A full driving license and access to a vehicle	Desirable

Experience – Collectively as a board we require a range of experience across the team candidates should have some experience of:

Report and policy writing	Desirable
Providing training/information giving sessions	Desirable
Effective team working	Essential
Working with individuals with mental health difficulties or within public policy or practice	Desirable
Working with individuals with intellectual disabilities	Desirable
Working within voluntary sector	Desirable
Human resource management of staff and volunteers	Desirable
Financial management	Desirable
Funding and service frameworks processes (tender for work)	Desirable
Impact and evaluation	Desirable

Knowledge - candidates must have a basic understanding of the following:

Stigma, social-exclusion and marginalisation - of people/groups	Desirable
Mental Health (Care and Treatment)(Scotland) Act 2003	Desirable
Independent Advocacy	Desirable

Skills – candidates must also be able to evidence:

Excellent verbal and written communication	Essential
Skills in engaging with people one to one and in group settings	Essential
Basic computer literacy (including Outlook/Excel/Word)	Essential
Being highly motivated	Essential
Showing Initiative	Essential
Flexible/Adaptive approach to work	Essential
Non-Judgemental	Essential
Committed to the principles of user empowerment and involvement within advocacy	Essential

Appointment details

Tenure: Appointments will be for a period of up to 8 years, with a minimum of 3 years with the possibility of re-appointment subject to evidence of effective performance and satisfying the skills, knowledge and personal qualities required at the time of re-appointment. Start dates and appointment length will be discussed with the successful candidates.

Checks and References: The post will be subject to an Enhanced Disclosure (PVG Scheme Record) being carried out. The post will be subject to two references prior to being offered the position of Board Member.

Time Commitment: The formal time commitment is up to 2 days per month which includes attending approximately 6 board meetings and 2 strategy days per year, as well as individual Board Member site visits (e.g. for attending one-off management meetings as part of wider Board Member duties). You are expected to attend a minimum of 4 board meetings per year unless there are exceptional circumstances.

Location: Meetings were historically held at The State Hospital, located in Carstairs, however due to the recent pandemic, we are moving towards a hybrid approach of remote and in-person meetings.

Remuneration: This is a voluntary position however reasonable expenses will be reimbursed.

Important Information for Candidates

Please read and take note of the following before completing your Application Form:

- We require all applications to be made via our standard PAS Application Form. Please do not send a CV (Curriculum Vitae) information required by the service will be contained within the completed PAS Application Form.
- Make sure that you have read and understood both the Role Description and the Person Specification before completing the Application Form. (If you have any queries about the content of either, please do not hesitate to call the office).
- If we wish to take your application further, you will be invited to attend an interview. Please note, at PAS interviews, candidates are usually required to evidence, demonstrate and/or give examples of the information in their applications.

Further Information

If would like an informal discussion before applying, please contact Rebecca Carr, Manager on rebecca.carr5@nhs.scot or contact the office on 01555 842078.