**Whipps Cross Hospital Recruitment Pack**

**The Community Forum**

***Bringing together organisations from Whipps Cross Hospital catchment area to build strong collaboration between the hospital and the communities it serves.***

**The Community Forum Independent Chair**

1. **Background information**

**Overview**

Whipps Cross Hospital is seeking to appoint an independent chair to develop and support the Community Forum, which consists ofrepresentatives of organisations working with communities in the Whipps Cross Hospital catchment area.

**We are seeking an experienced and dynamic leader who can develop the Forum. The ambition is for the Forum to act as a catalyst for meaningful relationships between the hospital and its communities. The Chair will build collaborations and coalitions to influence senior stakeholders to work together better.**

**Context**

In November 2020, Whipps Cross Hospital established the Community Forum to support mutually beneficial relationships between Whipps Cross Hospital and the communities it serves. These communities include, the patient population, carers, hospital site neighbours, community and voluntary organisations, faith groups, businesses, resident representatives and other stakeholders.

**The Forum**

The Forum consists of representatives from the Whipps Cross Hospital catchment area. A primary function of the Community Forum is to strengthen local communities’ engagement and participation in the Whipps Cross hospital redevelopment programme. (More information about the exciting Whipps Cross redevelopment programme can be found [here](https://futurewhipps.bartshealth.nhs.uk/).)

The ambition is to work collaboratively to advance the welfare of the local population, harnessing the role of Whipps Cross Hospital as an ‘Anchor Institution’ - a significant steward of public resources and harnessing the skills, strengths and assets of the local community.  This is an exciting and ambitious programme to significantly refocus how the hospital will work with the communities it serves.

The role of Chair of the Community Forum is an opportunity to work with specialists in the field to maximise opportunities for collaboration between Whipps Cross Hospital and local communities for the redevelopment programme and beyond.

1. **The role**

**Role summary**

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| **Job title** | Independent Chair of the Community Forum |
| **Term** | Fixed term for two years |
| **Remuneration** | This is a consultancy contract, paid on a day rate basis. Rates to be agreed.  Reasonable expenses to be reimbursed separately |
| **Responsible to** | This role will report to Zebina Ratansi, Director of Nursing, Whipps Cross Hospital |
| **Hours** | Approximately two days per month |
| **Location** | The forum has been meeting remotely but we hope at some point that meetings will resume at Whipps Cross Hospital, London E11 |

**Role Purpose and duties**

The Forum members are looking for an independent Chair to champion the Community Forum and facilitate Forum meetings. This Chair will lead the Community Forum in the development and delivery of its vision, values and ambitions for meaningful and lasting community engagement.

**Key responsibilities will be:**

* Chairing Forum meetings and facilitating discussions ensuring it remains focused on the strategic issues and ensuring well-founded and timely decisions are made.
* Contributing to the development of collaborative working across the participating members to maximise the outcome of meetings.
* Ensuring that the members are working within agreed governance rules and principles.
* Nurture and strengthen the forum, ensuring that the relationships are strengthen and composition remain relevant
* Being an ambassador for the Community Forum to build awareness of its function and role.
* Work with colleagues in the redevelopment team to administer the Community Forum effectively.
* Identify opportunities for the Community Forum to influence and co-design projects and services.
* Manage and monitor progress of the Community Forum.

**Key working relationships**

**Internal**

* Hospital executive team, assistant directors of nursing, clinical Leads
* Head of hospital patient experience and engagement; head of community participation, and the redevelopment team.

**External**

* Members of the Community, and local residents.
* Community and Voluntary Sector organisations, community leaders, resident representatives, faith groups/forums.
* Borough Councils community engagement, Voluntary and Community Sector leads, regeneration managers, and public health
* Integrated Care System/Board

1. **The person**

We are seeking an experienced, inclusive and influential leader, with the following *essential* qualities:

* You should have experience of leading and chairing boards/committees with a range of stakeholder organisations.
* You will have a successful track record of leading the development and growth of a partnership to deliver change and impact.
* You will be an excellent communicator; being able to engage a wide range of people creatively towards a collective vision.
* You should have some knowledge of effective governance – the rules and procedures needed to help the Community Forum deliver its work, and also the most effective fit with wider (hospital/borough) decision-making structures.
* You will have significant experience of successfully working with diverse communities with an understanding of effective community engagement including with those parts of the community whose voices are seldom heard.
* You should be able to draw on knowledge of best practice in equality, diversity and inclusion and pioneering approaches in this area.
* You should have experience of working at a strategically high level, influencing a range of organisations and stakeholders at senior levels - leveraging support, commitment and resources.
* To lead with integrity, building trust and being robust and impartial at all times.

**Non-essential criteria**

* Knowledge and experience of the working within a hospital context including a major regeneration programme is likely to be an advantage.

1. **The process**

To apply please send your latest CV (no more than 2 pages) with the responses to the following questions to [futurewhipps.bartshealth@nhs.net](mailto:futurewhipps.bartshealth@nhs.net):

Please respond in no more than 250 words for each question.

* The partnership consists of stakeholders with differing structures, aims, resources and approaches. Using examples of your previous experience please explain how would approach stakeholder management in this context.
* Imagine a scenario where one partner is unhappy and will not budge on an issue meaning consensus isn’t achieved; using examples from your previous experience please tell us how you would approach this issue.
* As chair, it is important to remain impartial; how would you go about this in a situation where partners may have very different approaches?
* How do you go about balancing the need for constructive, action focused meetings and the need to keep overarching strategy and vision at the forefront?
* This appointment will be made on a consultancy basis; please tell us the basis of your fees for this independent chairing role.

The closing date for receipt of applications is 20February 2023. Please submit completed applications to [futurewhipps.bartshealth@nhs.net](mailto:futurewhipps.bartshealth@nhs.net).

Interviews will be held on 1 March 2023.

Appointment to be made as soon as possible after the interviews.

For more information, please contact [futurewhipps.bartshealth@nhs.net](mailto:futurewhipps.bartshealth@nhs.net).