

**Trans, non-binary and intersex (TNBI) Public Involvement Officer**  
21hrs pw/0.6 FTE pro rata £28,298 (actual £16,950 per annum)

**Accessibility: if you require this advert in a different format please contact [g.hutchins@clareproject.org.uk](mailto:g.hutchins@clareproject.org.uk) stating RECRUITMENT ACCESS in subject title.**

### **Role Purpose**

With support from NHS Sussex, The Clare Project (TCP) is excited to introduce a new role in order to support the development of the Trans Health Public Involvement Programme. Working jointly as part of the NHS Sussex's Public Involvement team and hosted by TCP, this role will be working closely with trans, non-binary and intersex (TNBI) communities in Sussex and is essential in ensuring the views, experiences and suggestions of the TNBI community are sought, heard and lead to action. The post holder will also support both the recently set up Lived Experience Advisory Group and a TNBI VCSE Provision Network

**Reports to:** Operations Manager – Gray Hutchins.

With agreed joint supervision with the NHS Sussex Lead for this area of work

### **Pay:**

21hrs pw/0.6 FTE

Band 3 - £28,298 pro rata (actual £16,950 per annum)

**Based:** Mixture of remote working and across Sussex, with regular attendance to central Brighton & Hove offices and the ability to work from NHS Sussex buildings in Hastings, Hove and Worthing. Some travel, evening and weekend work required. Availability required on Wednesdays (including evenings) essential.

**Start Date/Term:** ASAP/November 2023. Fixed term for 12 months, extension subject to funding and/or development of role. Start date subject to DBS check & 2 references.

### **Key Dates 2023**

- Deadlines for application: 5pm Thursday 5th October 2023
- Notification if successful for interview. By Tues 10th October 2023

- Interviews to be held on Monday 23rd October in person in Brighton/Hove.

## **About the Role**

TNBI communities are a population of focus within NHS Sussex, who are working in partnership with TCP, recognising the health inequalities that exist for community members. In response to the increasing awareness surrounding TNBI health inequalities, NHS Sussex and The Clare Project are actively seeking to strengthen community involvement throughout the developing Trans Health Improvement Programme. Alongside the Trans Health Improvement Board, this new and exciting opportunity will support the aim to improve the health of the TNBI population of Sussex by improving physical and mental health outcomes and general wellbeing. The role will be hosted in a community-led organisation, and work collaboratively to enable the effective capture of and response to insight from the population it serves. This role is essential in ensuring the views, experiences and suggestions of the TNBI community are sought, heard and acted upon in an equitable manner.

Alongside support from NHS Sussex, the TNBI Public Involvement Officer will capture insight and ensure this is fed into the Board contributing to the development of our Trans Health Public Involvement Programme and the NHS Sussex [priorities](#). The role will help to ensure that the voices of community members are central to the work of our Trans Healthcare Improvement Board, by supporting both a Lived Experience Advisory Group and Community Organisations Group. To enable this, the role will be part of a team that supports the delivery of local plans for TNBI specific patient, carer and public involvement, and support the development and maintenance of effective partnerships to maximise involvement and its impact.

The TNBI Public Involvement Officer will work collaboratively with NHS Sussex clinicians and commissioners, colleagues across Local Authorities, the Voluntary and Community Sector, and other key stakeholders, and TNBI community members. The role will be hosted by TCP and will be a part of the existing NHS Sussex Public Involvement Team in order to enable maximum impact.

**Please note** we welcome applications from the trans, non-binary, intersex and gender-variant community. Further to this, we recognize that those from Black communities, People of Colour, members of the intersex community and/or people from a gypsy or traveller background are currently under-represented in our team. As a course of positive action in order to improve the community representation in our team, we actively encourage applications from these

under-represented groups.

**Anyone from these named groups who meets essential criteria upon application will be automatically invited to an interview, in order to actively encourage diverse representation in our team. Please state eligibility in your application, if you wish to do so.**

**Accessibility:** We encourage you to get in touch if you would prefer to submit your application in another way, or different format. Likewise, if you require assistance and/or have any questions regarding the application process, including the DBS aspect or interview process, please do not hesitate to contact us. The successful applicant will also be invited to discuss access needs required in order to fulfil their role during induction.

### **NHS Sussex Values**

NHS Sussex is a values based organisations who are proud to embed our values in to everything we do. Our priority is to ensure all our staff work to the same values of:

**Respect and dignity:** We value every person

**Commitment to quality of care:** We earn the trust placed in us by insisting on quality and striving to get the basics of quality of care right every time

**Compassion:** We ensure that compassion is central to the care we provide and respond with humanity and kindness

**Improving lives:** We strive to improve health and wellbeing and people's experience of the NHS

**Working together for patients:** Patients come first in everything we do

**Everyone counts:** We maximise our resources for the benefit of the whole community, and make sure nobody is excluded, discriminated against or left behind.

## **Main Duties**

- Lead on the collation of feedback and intelligence from the TNBI community
- Support embedding of TNBI community experiences appropriately in key areas of work to provide expert advice and guidance to support wider involvement and insight capture in workstreams, this includes but is not limited to gender affirming care etc.
- Ensure that insight from TNBI communities is collated and shared with appropriate programme areas to help influence action at system and Place level and ensure that these groups and communities are involved in the design of any potential solutions and agree on how this is represented and shared.
- Develop and/or utilise existing mechanisms for continuous feedback to the TNBI community to share changes as a result of insight and potential impact
- Act as NHS Sussex's and/or The Clare Project's representative at external networks and forums where appropriate
- Establish and maintain good working relationships with stakeholders, including partner organisations and other TNBI service providers.
- Attend meetings, events, and outreach opportunities when appropriate at request of The Clare Project and/or NHS Sussex. This may include community outreach or Pride events, conferences and/or training.
- Provide advice and support to Primary Care Networks and other partners to reach and hear from TNBI communities
- Support the TNBI Lived Experience Leads in their roles on the Trans Health Improvement Board
- Support the maintenance of the TNBI Lived Experience Advisory Group and TNBI VCSE Provision Network.
- Seek to develop opportunities for community involvement, partnerships and funding that seeks to improve health inequalities among the TNBI population of Sussex.

## **General Duties**

- To carry out duties and act in a way that upholds the values of NHS Sussex and The Clare Project, as outlined above.
- To undertake all work in line with relevant legislation and in line with The Clare Project's policies and procedures.

- To provide updates to NHS Sussex, appropriate line manager, and TCP Trustee Board and to timely produce updates for any other stakeholders as and when agreed.
- To attend bi-monthly Managerial Supervision with line manager within The Clare Project. With agreed joint supervision with the NHS Sussex Lead for this area of work
- To attend and contribute to regular team meetings within both TCP and NHS Sussex.
- To attend and contribute to key events throughout the year, including but not limited to, Trans Pride Brighton/Hastings, Trans Awareness Week and TCP's AGM.
- To attend meetings with stakeholders, in order to share progress, challenges, and any relevant updates.
- To attend clinical supervision and/or mentoring sessions as agreed with line manager every 4-6 weeks.
- To complete all relevant training identified by NHS Sussex and The Clare Project.
- To undertake training as necessary in line with development of the post.
- To undertake any other duties that might reasonably be requested and are appropriate to the role

The job description and person specification are an outline of the tasks, responsibilities and outcomes required of the role. The post holder will carry out any other duties as may reasonably be required by their line manager within TCP.

	Essential (E) or Desirable (D)	Assessed at Application (A) and/or Interview (I)
<b>Qualifications/Education:</b>		
Experience working at a similar level within a community and/or healthcare setting	<b>D</b>	Application/Interview
<b>Experience:</b>		
Able to demonstrate lived experience and insight into issues faced by TNBI people	<b>E</b>	Application/Interview

Experience in facilitating small groups of people, demonstrating negotiation and conflict resolution skills where appropriate, including in online settings	<b>E</b>	Application/Interview
Experience of working with marginalised groups and communities, including seeking insight.	<b>E</b>	Application/Interview
Experience of collating and communicating research findings in written and/or verbal format.	<b>E</b>	Application/Interview
Experience of establishing community and stakeholder networking and collaboration opportunities	<b>E</b>	Application/Interview
Experience of gathering and drawing together quantitative and qualitative information from a range of sources and developing summary reports or presentations, including those that demonstrate impact from insight	<b>E</b>	Application/Interview
Experience of working with the voluntary, community and social enterprise sector	<b>D</b>	Application/Interview
<b>Knowledge:</b>		
Awareness and understanding of TNBI-specific groups and spaces across Sussex, with particular attention to intersectional communities.	<b>E</b>	Application/Interview/Test
Knowledge and understanding of the principles of Equality and Diversity	<b>E</b>	Application/Interview/Test
Knowledge of the challenges faced by TNBI people and groups who experience health inequalities in relation to access to and use of health and care services	<b>E</b>	Application /Interview
Knowledge of different methods to seek and capture insight from communities	<b>E</b>	Application/Interview
<b>Skills</b>		
Ability to work as part of a team, using own and others' skills to drive individual, team, and organisational improvement	<b>E</b>	Application/Interview

Ability to self-reflect and to learn from experiences and challenges	<b>E</b>	Application/Interview
Ability to represent views of others effectively in meetings and maintain boundaries with personal views and experiences	<b>E</b>	
Strong verbal and/or written communication skills, including confidence in presenting content and hosting meetings both in person and online.	<b>E</b>	Application/Interview
Self-confidence, drive and commitment to the principles of improving the quality and safety of NHS services through the use of insight	<b>E</b>	Application/Interview
Ability to effectively delegate and lead a small team.	<b>E</b>	Application/Interview
Personal resilience, and the ability to cope with flexibility or change and willingness to engage with support available	<b>E</b>	Application/Interview
Ability to assess risk of harm and/or reputation to both community members and other key stakeholders, and effectively feedback in a solution-focussed way.	<b>D</b>	Interview/Test
Ability to effectively prioritise and balance the team's and own workload in the face of multiple demands which may be conflicting.	<b>E</b>	Application/Interview
Excellent planning, organisational and programme management skills	<b>E</b>	Application/Interview
The ability to work across Sussex both face-to-face and online	<b>E</b>	Application/Interview

### How to Apply:

Please send a copy of 1 of the following to Gray Hutchins in a Word or PDF format (g.hutchins@clareproject.org.uk) by Thursday 5th October 5pm . Any applications received after this date will not be considered.

- An up-to-date CV (no more than 2 sides of A4), alongside a cover letter

outlining your suitability for the role in relation to the specification outlined in this document (no more than 2 sides of A4).

- An up-to-date CV (no more than 2 sides of A4), alongside a video-audio recording of yourself outlining your suitability for the role in relation to the specification outlined in this document (no more than 8 minutes).

**If you have any enquiries relating to role, or how to apply, please email Gray as below. Please write in subject name RECRUITMENT ACCESS/ENQUIRY in order to ensure a swift response. Please note they may require 2 working days to respond.**

**Enquiries:** Gray Hutchins [g.hutchins@clareproject.org.uk](mailto:g.hutchins@clareproject.org.uk) or 07464229395 (leave message for Gray) or NHS Public Involvement Lead Emily Smith [emily.smith20@nhs.net](mailto:emily.smith20@nhs.net)