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**Role Description based on 5 days per month**:

**Chair, or Co Chair Maternity Voices Partnership (MVP)**

**Greenwich.**

A Maternity Voices Partnership (MVP) is an NHS service user led working group that works in partnership with maternity services, to ensure maternity care is as good as it can be.

The MVP is an independent body which acts as a critical friend to maternity services and should ensure that the voices of those using services are involved in reviewing and making improvements.

Membership of an MVP should include:

Maternity care service-users

Maternity care providers (midwives, obstetricians, Neonatologists),

Commissioners

Health Visitors

Infant feeding specialist

Service-user representatives and advocates

Community organisations and service providers

Student midwives and doctors

Anyone who is interested in improving maternity care

The MVP is led by an independent Chair, supported by a Co-Chair, and this Role Description sets out the core roles and responsibilities for these roles.

**Key Role Responsibilities:**

* Be the main contact person for all enquiries to the MVP.
* Regularly check the MVP email inbox and respond accordingly.
* Ensure ongoing communication with key partners.
* Maintain communication with maternity commissioner and advise a yearly plan of work, including regular progress meetings to be agreed between the MVP chair and commissioner.
* Plan MVP meetings including setting of agenda.
* Chair 4-6 formal MVP meetings per year
* Ensure all stakeholders have the opportunity to contribute to the meeting and agenda.
* Coordinate and identify any themes gathered through service user engagement opportunities and community events, surveys, walk the patch, etc.
* Engage and welcome volunteer service user reps
* Actively encourage seldom heard voices to be involved
* Ensure women, birthing people and their families who have been identified as experiencing inequality in maternity care are contributing to MVP conversation and priorities.
* Review the MVP Terms of Reference every 2 years
* Network with other MVP chairs in South East London.
* Draft and circulate an Annual Report.
* To work with the NHS South East London Clinical Commissioning Group (CCG) lead for to develop a budget, which would include a petty cash fund to be used to purchase supplies for meetings, reimburse service user travel, expenses, engagement payments

**Desirable** *but not compulsory*

The following will bedependent on access to technology/internet and individual circumstances

* Post MVP activity on (any local) MVP (social media channels) Facebook page/Twitter
* Regularly share links to the local MVP Facebook page or website (if applicable) and any online surveys via social media
* Arrange regular meetings with service user/reps a number of times per year (e.g., service user meetings/coffee mornings)

The Chair to have oversight of anything posted on behalf of the local MVP e.g. agreeing what is posted and frequency.

Additional meetings requiring MVP service user representation

The following **is an example** of meetings where the MVP Chair’s/Co Chair’s (or service user representative) can gain insight to the wider strategic planning of maternity services that might influence priorities of local partnerships. MVP Chairs may also be required to contribute to conversations and update on local priorities and work.

Funding for attending these meetings may need to be agreed by NHS South East London CCG or Local Maternity System (LMS) including any travel expenses:

* South East London strategic meetings e.g., LMS
* Greenwich Maternity Meetings
* London MVP Chairs meeting
* National MVP Chairs meeting
* London MVP strategic network meeting
* Maternity transformation workstream meetings.
* Attend and contribute to other meetings where MVP perspective is required

You will be provided with development/training and support to help you carry out your role. This will include an induction and support from your local MVP Lead and or other members of the partnership.

This role description may be subject to change i) depending on your local area priorities and ii) or national changes to the role of Chair/Co-Chair of Maternity Voices Partnerships. This will naturally, be discussed and agreed with you first.