**Planning lived experience involvement tool**

**This tool will help you start planning your lived experience opportunity. Use the questions and considerations/ideas to fill in your responses in the table.**

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| Question | Considerations/Ideas | Your response |
| **What outcome are you looking to achieve?** | * Design a new physical activity service
* Increase mental health knowledge
* Make your organisation and sessions inclusive
* Understand your audience needs
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| **Who is your target audience?** | * People with specific knowledge or interest in the area of work
* People with previous experience of a similar role
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| * **Where will you engage or recruit people from?**
 | * A [local Mind](https://www.mind.org.uk/about-us/local-minds/) or mental health organisation
* A local physical activity session or provider
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| * **What are the incentives and benefits of being involved?**
 | * Will you offer travel expenses?
* Could you provide vouchers or membership (such as gym membership, vouchers for clothing/equipment)
* Could you offer places on training (safeguarding, level 1 coaching)
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| **Question** | **Considerations/Ideas** | **Your response** |
| **Why would people want to apply for the opportunity?** | * Are you offering training/development opportunities (like a coaching qualification)?
* Are there opportunities to influence key health or sport and physical activity decision-makers?
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| **What skills and experience do people need?** | * Should they already be involved in physical activity?
* Are you looking for people with specific experiences of mental health problems and/or physical activity?
* Does your opportunity require them to provide feedback or review guidance, or is it more in-depth like co-designing a service?
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| **What does the role involve?** | * What projects will they be involved in?
* What is expected/not expected of them?
* Is there an opportunity to shape the project/activity?
* What information do you need to provide to help them understand the work (a project summary, timescales, flexibility, support available)
* Is there a role description for the opportunity? Please see [Guide 3](https://www.mind.org.uk/about-us/our-policy-work/sport-physical-activity-and-mental-health/mental-health-and-physical-activity-toolkit/guide-3-involving-people-with-lived-experience-of-mental-health-problems-in-the-design-and-delivery-of-your-work/) for an example role description
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| **How much time would the person be expected to spend in the role?** | * Is there flexibility in the role, so they can work around their day-to-day commitments?
* Are there clear times and dates planned for involvement?
* Have you addressed potential barriers to taking part?
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| **Question** | **Considerations/Ideas** | **Your response** |
| **Do you have the right support in place to help people engage?** | * Who will be the key contact for advice and support?
* Are there resources the person can access? For example: an employee assistance programme, supervision from a staff member and [Wellness Action Plans](https://www.mind.org.uk/workplace/mental-health-at-work/taking-care-of-your-staff/employer-resources/wellness-action-plan-download/).
* Do you have information about your local mental health support services so you can signpost if necessary?
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| **When and where is the activity taking place?** | * Location and date will affect whether people can take part. Do you need to support them to get there, provide clear directions to the venue or an event summary?
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| **Is the role voluntary or do people get an involvement fee?** | * Is the person going to spend a lot of time supporting the organisation? An involvement fee should be provided.
* Is it a one-off opportunity? This could be voluntary.
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