

# Lived experience involvement role description example



**Background:** The background should outline the aims and purpose of the programme, to help applicants understand the scope of the role including:

- what they'll be asked to do
- your vision for mental health in your organisation
- why the organisation needs the role
- how you intend to achieve your vision
- contact details (email and telephone number) through which people can ask questions before submitting an application

Question	Example
<b>Who are we looking for?</b>	<p>We are looking for a broad range of people who:</p> <ul style="list-style-type: none"><li>• are currently taking part in sport and physical activity to support their own mental health and wellbeing OR aren't currently active or have never taken part in sport and physical activity</li><li>• and are willing and confident to share their views, thoughts and comments</li><li>• and are willing to prepare for meetings (for example: reading information provided beforehand).</li></ul>
<b>How much time will you be expected to commit to the role?</b>	<ul style="list-style-type: none"><li>• The [insert name of the opportunity] will run until [insert date] and you will need to:</li><li>• Commit to meeting [insert frequency] a year (face-to-face or online)</li><li>• [insert hours/days] a week/month.</li><li>• The first meeting will take place on [insert date, time and location of the meeting].</li></ul>

Question	Example
<p><b>What are the benefits of the role?</b></p>	<p>If successful, you will receive the following:</p> <ul style="list-style-type: none"> <li>● an engagement fee of [insert fee amount] (if applicable)</li> <li>● vouchers/equipment to the value of [insert voucher amount] (if applicable)</li> <li>● training on [insert training topics]</li> <li>● reasonable travel expenses</li> <li>● a dedicated point of contact with regular check-ins</li> <li>● access to our Employee Assistance Programme (if applicable)</li> <li>● skills and knowledge to enhance your CV.</li> </ul>
<p><b>What will my role be?</b></p>	<p>You will be involved in the following activities:</p> <ul style="list-style-type: none"> <li>● attending the programme and providing feedback on its development</li> <li>● reviewing and providing feedback on resources that encourage people experiencing mental health problems to be more active</li> <li>● supporting events and conference planning, with speaking opportunities for any member who would like to share their experiences</li> <li>● helping shape and support delivery of [insert name of the opportunity].</li> </ul>
<p><b>What is the application process?</b></p>	<p>If you are interested in applying to be part of [insert name of the opportunity], please email or call [insert contact details] by [insert date].</p> <p>Please email us with answers to the questions below, or call us to discuss them. [providing questions in advance will allow the person/group time to prepare]</p> <ol style="list-style-type: none"> <li>1. Why would you like to be involved in [insert name of the opportunity]?</li> <li>2. What current experiences or skills would you feel you can contribute to [insert role], for example: <ol style="list-style-type: none"> <li>a. Experience of organising or speaking at events.</li> <li>b. Using physical activity to support my mental health.</li> </ol> </li> </ol>

	<p>3. Do you have personal experience of a mental health problem? You can disclose as much or as little information as you feel comfortable with.</p>
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We will review all of the applications and let you know if your application has been successful by [\[insert date\]](#).

### **How we will process the information you provide:**

**GDPR processes and polices:** Include information that is compliant with your own processes and policies. For example: we take your privacy seriously and will keep your data confidential. You can change your mind at any time. Find out more about how we look after your details by reading our Privacy Policy [\[insert link if applicable\]](#).