

Advisory Panel Volunteer Role Specification

Role Title:	Advisory Panel Volunteer
Role Purpose:	To provide personal insight into a leukaemia, MPN or MDS diagnosis and its impact on patients and the people around them so Leukaemia Care can provide the support and advocacy needed.
Point of Contact:	Volunteering Manager
Where (Location):	Virtual meetings and focus groups (Zoom and/or Teams), email communication and surveys/polls.
Time commitment:	Continued engagement throughout the year with occasional focus groups or meetings (not compulsory).
Role description:	<p>The panel is a group of people with lived experience of leukaemia, MDS or MPN, whether a patient, family member, friend, or carer. They can give us an insight into the experience of living with leukaemia and to guide us on the decisions we're making and the way we are helping.</p> <p>Our advisory panel members are keen to engage with us continuously as and when we need their feedback. This can be through emails, surveys and polls or could be through focus groups around specific topics. These focus groups aren't compulsory, each time we need a focus group we will send an invitation to some or all the panellists depending on the topic. The focus groups may be open to all or may be for a limited number of people or people with specific experiences depending on the topic of discussion.</p> <p>We want our panels to be representative of the widest possible range of experiences, so we can understand the issues all patients and their families face. We aim to have representatives across a broad range of age, gender, ethnicity, sexual orientation and disability.</p>
Main tasks:	<ul style="list-style-type: none"> • Respond to emails, surveys and polls as and when needed. • Sign up to attend focus groups where possible. • Provide feedback and suggestions for our patient services, campaigns, fundraising, patient information, website, social media, volunteering, and any other area we feel patient input is needed. • Discuss current issues faced by patients and how we can help improve the patient experience. • Use your own experience to improve the experience of others. • Be a voice for others affected by leukaemia
Required skills, qualities and experience	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • To have had your own personal experience of a leukaemia, an MPN or MDS • To be willing to share elements of your experience with us and others on the panel • To be keen to speak up about issues but also a team player who allows others to voice their opinions • Be kind and considerate to others in the group • Strong verbal and/or written communication • Ability to maintain confidentiality • Respectful of equality and diversity

	<ul style="list-style-type: none"> • Be aged 18 years or over. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • To be keen to be involved in other volunteer roles within the charity, particularly in sharing your story.
Training and support available:	<ul style="list-style-type: none"> • You will be provided with an induction pack giving you all the necessary information and requirements for the role. • You will have continuous support and contact as needed with our Volunteering Manager. • You will be offered the opportunity to be involved with other projects and/or roles within the charity. • You will be offered a platform of communication (currently a Facebook group) with other volunteers within the charity and the chance to join our growing community. • We will pay any travel expenses for in-person meetings. • From time to time we may offer extended training options on specific subjects.
Any other Requirements	As part of your role as a Patient Advisory Volunteer you may be asked if you would like to be involved in public talks, health technology appraisals or other public appearances. These are by no means a requirement, but if you would be interested in being involved in any of these areas, please let us know and we can consider you if they come up.
Recruitment process:	<p>Please apply via our application form: https://forms.office.com/r/C8v9XQ0mjH</p> <p>Any questions please contact our Volunteer Coordinator Zoe Collins by emailing volunteering@leukaemiacare.org.uk or calling 01905 755977.</p> <p>The volunteering manager will then arrange an informal phone call with you to discuss the role further.</p> <p>You'll then receive any relevant documentation and training that you need to get started via email and will be given details of the next panel meeting.</p>

A volunteer is an adult who chooses to give their time, skills and expertise to support Leukaemia Care in achieving its mission. They do this free of charge and of their own free will. Our volunteer roles are carefully considered and specially created to support the charity in specific areas. We will never ask a volunteer to carry out a role that should be done by a paid member of staff.