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**Application information pack for Lived Experience Partners (Youth Advisor)**

**U16 Cancer Patient Experience Survey Advisory Group**

1 June 2023

# Introduction

Thank you for your interest in becoming a Lived Experience Partner (Youth Advisor) with NHS England.

NHS England is committed to ensuring that public and patient voices are at the centre of shaping our healthcare services. Every level of our commissioning system needs to be informed by insightful methods of listening to those who use and care about our services. Their views should inform service development and improvement. Our commitment to supporting Lived Experience Partners is set out in the PPV Partners Policy.

Please read this application information pack before completing the application form for this role, to ensure you fully understand the application process, and to determine whether you have the skills and time to become a PPV Partner.

Please note the closing date for applications is **14 July 2023**.

NHS England will reimburse reasonable out of pocket expenses in line with the PPV Partners Expenses and Involvement Payments Policy. This is an unpaid voluntary role and does not attract an involvement payment. For further information see the PPV Partners Expenses and Involvement Payments Policy and the PPV Partners Policy.

Correspondence will be primarily via email, unless otherwise requested. If you do not have access to email and would like to be contacted via telephone or post, please state this on your application form.

# What is the purpose of the role?

We’re looking for people **aged 16-20** who were treated for cancer in England when they were under 16 to become Lived Experience Partners on the refreshed Under 16 Cancer Patient Experience Survey Advisory Group. We particularly welcome applications from young people from groups who are less likely to complete the survey, to help make the survey more representative of everyone.

If you’re under 18, you’ll need permission from a parent or guardian to take part.

In 2020 NHS England launched a national survey to measure the experience of children and young people under 16 about what their experience of care was like during their treatment for cancer. The survey has questions for children and young people with cancer aged 8-15 to answer, as well as questions for parents to answer.

This helps us to understand what’s good about children and young people’s cancer care, and what things we need to do better. Cancer care pathways and care priorities for children often differ to adults, and therefore a unique approach is required to understand their experiences of cancer care and treatment.

The purpose of the Advisory Group is to guide the development and implementation of the Under 16 Cancer Patient Experience Survey and make recommendations to NHS England about any potential changes to the content or processes associated with the survey.

As a Lived Experience Partner, you will play a key role in ensuring that the voice of children and young people and their carers and families are heard in decisions at each stage of the survey.

# What is the role of Lived Experience Partners on the group?

The aim of the Under 16 Cancer Patient Experience Survey is to measure the experience of both children and young people and their parents using cancer services and to use the results to improve services. It is, therefore, vital we work with Lived Experience Partners.

Your ideas about what issues the survey should cover and how best to use the survey’s results need to be heard alongside the voices of other stakeholders. These include representatives from organisations that deliver children’s cancer services, representatives from NHS England, the survey supplier, Integrated Care Systems (ICSs), Cancer Alliances, and Voluntary, Community and Social Enterprise (VCSE) organisations.

Lived experience representation will bring important views, perspective and challenge into the Under 16 Cancer Patient Experience Survey Advisory Group. This role is essential in championing the viewpoint of children and young people and their families’ viewpoint, ensuring that their needs are met through the outcomes of the programme.

The role of the Lived Experience Partner is to:

* Ensure that the committee/group considers and prioritises the viewpoint of children and young people and their family and carers
* Champion the diversity of views of children, young people and their families, and not just to represent their own experience.
* Provide ‘critical friend’ challenge into the group.
* Champion and advocate for increasing patient and public awareness of the programme’s outcomes and achievements.
* Review and comment on documentation.
* Comply with the Standards of Conduct, respecting the confidential nature of discussions when it is made clear by the Chair that this is a requirement.

# Skills and experience required for thisrole

The only thing you’ll need is a **passion to make the voice of children and young people with cancer heard** in the development and use of the Under 16 Cancer Patient Experience Survey. This commitment is more important than any specific skills and experience, though abilities to express your views clearly and succinctly, to listen to others with empathy and to respect and value the contributions of other group members whose views may be different from your own are also vital.

# What can I expect from the role?

This is an exciting opportunity to work positively and collaboratively with other stakeholders to shape the development of a survey which will help children and young people’s cancer services change or get better. Survey feedback might lead to changes like more games and activities on the ward, being given better information about operations or procedures or having more food options! These are all things that could help to create a positive patient experience for children and young people and their families.

You might be looking to gain some experience for future work in research, boost your CV or personal statement, or just be keen to help develop a survey which we can use to make cancer services for children and young people and their families better.

This is an unpaid voluntary role, however NHS England will cover or reimburse reasonable expenses to enable you to travel to and participate in face-to-face meetings if required. If you would like to bring a parent or guardian along to support you at meetings, we can also pay for their travel.

# What support will I receive?

You will have ongoing support from a named lead contact at NHS England who you can speak to about any questions or support needs. We will make sure you are well briefed and supported in advance of meetings.

NHS England will also invite you to an induction session, provide you with a welcome pack and direct you to optional [learning and development opportunities](https://www.england.nhs.uk/participation/learning/) to support your progress in the role.

# Time commitment

The Youth Advisor role is for three years with virtual meetings held on a quarterly basis.

Meetings will be held via MS Teams during the working day and will normally last for between one and two hours. Ideally, you will be available to attend these meetings or contribute thoughts in advance of the meeting if you are unable to attend.

At different stages of the survey cycle, it is possible that we may need more input from group members and it might be necessary to set up additional meetings or requests for feedback by email.

# Location

You can be based anywhere in England.

# How do I apply for this opportunity?

If you are interested in this opportunity, please complete the application form and Equal Opportunities Monitoring Form. The forms can be returned to Caroline Hayes, Programme Support Officer, Insight & Feedback team, NHS England, email: [caroline.hayes1@nhs.net](mailto:caroline.hayes1@nhs.net) by **14 July 2023**.

# Diversity and equality of opportunity

NHS England values and promotes diversity and is committed to equality of opportunity for all. To help us understand if we are achieving this, we ask you to fill out an **equal opportunity monitoring form** as part of the application process.

Please let us know if you have support needs so that we can understand how we can support you to participate fully.

# What will happen once you receive my application?

We will email you to let you know that we have received your application. If you haven’t had an email from us within a week, please get in touch.

Selection for the Youth Advisor roles will be made on the basis of the information that you provide in your application form and may include an interview. We will let you know if you are successful or unsuccessful and what the next steps are if you are successful.

Please note that we’ll ask for one reference before you start in the role. This could be someone like a parent, family member, school teacher or university tutor who knows you and can provide a short character reference about your suitability for the role.

# Further Information

If you wish to be informed about future involvement opportunities, please sign up to NHS England and NHS Improvement’s In Touch newsletter, which includes details of current opportunities.

If you have any queries about the application process, or would like an informal discussion about the opportunity – please contact caroline.hayes1@nhs.net