

# The Kent LINK

## (Kent Local Involvement Network)

### Governance Hub – Information Pack

#### Roles and Responsibilities

Role	Responsibility	Required experience / skills and / or interest
<b>Facilitator</b>	<ul style="list-style-type: none"> <li>• To provide leadership and direction for the Governance Hub, enabling the Hub to carry out its roles effectively for the good of the organisation</li> <li>• To help the Hub set long term plans for the future of the organisation</li> <li>• To ensure meetings are run well, including participation from all involved, time-keeping, decision making and team work</li> <li>• To work with the Host and the other members of the Hub to ensure that the decisions of the Hub are acted upon</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to think and plan ahead, balancing needs and constraints</li> <li>• A good understanding of what the organisation is about</li> <li>• Good at running meetings and getting everyone to contribute</li> <li>• Good at summarising discussions and getting people to make decisions</li> <li>• Ability to handle conflict</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• To take the lead within the Hub in financial matters affecting the LINK, including statutory obligations</li> <li>• To assist in the establishment of LINK budget management arrangements – income and expenditure, decision making and reporting to the wider population as well as the core membership of the LINK</li> </ul>	<ul style="list-style-type: none"> <li>• Confident and at ease in dealing with figures / financial matters</li> <li>• Financial accounting</li> <li>• Budgeting</li> <li>• Financial management</li> </ul>

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<b><i>Project management</i></b>	<ul style="list-style-type: none"> <li>• To take the lead within the Hub in managing projects</li> <li>• To help in organising priorities, identifying who will do what and when</li> <li>• To assess risks and present possible solutions</li> </ul>	<ul style="list-style-type: none"> <li>• An analytical / methodical approach to work / projects</li> <li>• Project management</li> <li>• Team working</li> <li>• Priority setting</li> <li>• Risk management</li> </ul>
<b><i>Community engagement and partnerships</i></b>	<ul style="list-style-type: none"> <li>• To take the lead within the Hub in relationship management and networking</li> <li>• To provide expertise / knowledge of different methods of engaging people and communities</li> <li>• To provide experience of working with people / groups who traditionally have been hard to reach and / or are disadvantaged</li> </ul>	<ul style="list-style-type: none"> <li>• Worked in community environment – voluntarily or professionally</li> <li>• Good networker</li> <li>• Good communicator</li> <li>• High level of commitment to the value of patient / carer / user / public / community involvement in local decision making</li> <li>• Experience of working with people / groups who are considered disadvantaged and / or hard to reach</li> </ul>
<b><i>Performance management</i></b>	<ul style="list-style-type: none"> <li>• To take the lead within the Hub in managing and reporting on contracts and performance</li> <li>• To help in identification of outcomes for the LINK and methods of monitoring and reporting progress</li> </ul>	<ul style="list-style-type: none"> <li>• An analytical / methodical approach to work / projects</li> <li>• Managing projects / work streams</li> <li>• Contract management</li> <li>• Performance management</li> </ul>

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<b><i>Communications / PR and media</i></b>	<ul style="list-style-type: none"> <li>To take the lead within the Hub in promoting the LINK and encouraging involvement of more people from a diverse cross section of the population</li> <li>To provide input on how best to capture the interest of the media and stakeholders for positive reporting</li> </ul>	<ul style="list-style-type: none"> <li>Good communicator</li> <li>Experience of public relations</li> <li>Experience of working with the media – pre-existing relationships with local journalists / reporters would be beneficial</li> </ul>
<b><i>Strategic</i></b>	<ul style="list-style-type: none"> <li>To ensure that the LINK is developed strategically, without detailed attention to minutiae</li> </ul>	<ul style="list-style-type: none"> <li>Ability to think and plan ahead, balancing needs and constraints</li> <li>A good understanding of what the organisation is about</li> </ul>
<b><i>Legislation / policy / governance</i></b>	<ul style="list-style-type: none"> <li>To take the lead within the Hub in all governance / legislation matters affecting the LINK</li> <li>To be fully conversant with the legal requirements surrounding the LINK</li> <li>To be conversant with the overall direction of involving more people and communities in the decisions surrounding their local health and social care</li> <li>To guide on policy and governance for the LINK</li> </ul>	<ul style="list-style-type: none"> <li>An awareness of the Government's agenda for placing the patient at the heart of the NHS and involving a wide cross section of people in the decision making processes for local health and social care services</li> <li>An awareness of the powers of LINKs and the statutory framework</li> <li>Experience of working in the public sector, whether in paid employment or a volunteer</li> <li>An appreciation of the standards in public life</li> </ul>

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<b><i>Equality and diversity</i></b>	<ul style="list-style-type: none"> <li>• To ensure that the LINK and the Governance Hub adopt and pursue the principles of ensuring that Kent's diversity is covered</li> <li>• To ensure that equal opportunities are given to all in Kent</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the diversity of the county of Kent and the different issues and approaches to enabling the involvement of all</li> <li>• Knowledge and expertise in equal opportunities</li> <li>• Commitment to enforcing the equality and diversity policy of the LINK</li> </ul>

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