

Adults First Carer Forum

Steering Group Member & Representative Role Description & Person Specification

Title:	Steering Group Member & Representative
Hours:	Up to 10 hours per month
Location:	Meetings take place at various locations in Merton

Purpose

To contribute to the work of *Adults First* and represent the views of carers of adults with a learning disability at local decision-making forums/committees

Role Description

- To work within Merton Mencap's standards, policies and procedures and code of conduct, in particular policies and procedures which relate to safeguarding vulnerable adults, health and safety, equal opportunities and confidentiality
- To participate and make an active contribution at *Adults First* steering group meetings (approx 4 per year) which decide and monitor the work of *Adults First*
- To be responsible for attending a local forum/committee and representing the views of carers of people with a learning disability who are members of *Adults First* (frequency of meetings will depend on the forum/committee)
- To put forward the opinions of *Adults First* members at forums/committees, rather than only own interests
- To keep abreast of local and national policy developments affecting adults with a learning disability and their carers
- To befriend, empower or support other carers
- To contribute ideas for the content of a *Adults First* newsletter (2 per year)
- To help ensure steering group representation at *Adults First* educational workshops, seminars and events
- To contribute ideas for an annual *Adults First* conference

Person Specification

Essential

- To be a carer of an adult with a learning disability
- To have a good understanding of the issues that all carers of an adult with a learning may disability face
- To have confidence in voicing opinions, while also being diplomatic and a good listener
- To be able to communicate with professionals
- To be able to look beyond own circumstances and understand the needs and views of other carers
- To be open and non-judgemental
- To include all carers, regardless of background
- To be able to absorb and understand information and relay this accurately to others
- To have a basic knowledge and personal experience of local services (e.g. health, education, social care, local charities)

Desirable

- Experience of campaigning for change and lobbying for others
 - An understanding of how a local authority and health services function
 - An awareness of the difference between a forum (such as *Adults First*) and a support group
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