

**BIMHN Role Description – Representation & Accountability Officer
(Paid role of XX hours per month at £XX p/h)**



Bristol Independent Mental Health Network (BIMHN) is a mental health user led group campaigning to improve mental health services in the City of Bristol.

In our efforts to become the voice for Mental Health Service Users in Bristol it is important that we are able to reach out to different individuals and organisations and represent our membership effectively.

This role requires the successful candidate to be able to develop a strategy for how we will develop our growing representative voice for people accessing Mental Health Services and ensure we remain accountable. This is important to ensure the work of BIMHN is able to be as representative as possible when representing the needs and interests of those that have accessed, are currently accessing, or are looking to access Mental Health Services.

This role also requires the successful candidate to be able to develop a strategy for ensuring that the work we do in representation considers all aspects of the protected characteristics.

As Representation & Accountability Officer, your core responsibilities would include:

- Developing and maintaining a representation strategy.
- Representing BIMHN at key meetings.
- Leading on the continued development of representation at different BIMHN meetings.
- Acting as the support co-ordinator for elected representatives to different meetings.
- Leading on developing briefings and debriefings for members attending meetings.
- Developing training to support representatives.
- Support the development of BIMHN's campaigning activity.
- Leading on the development of an annual external evaluation plan.
- Liaising with other committee members regarding cost analysis to carry out the aforementioned work.
- Ensuring our engagement and representation is diverse and inclusive.
- Working with the committee, maintain the representation at meetings data sheets.
- Supporting the development of a representation section of the website for the group.
- Working with the committee, support the continued development of BIMHN's website.
- Maintaining and developing the organisation's governance documents.
- Developing innovative and a variety of methods to represent and engage our members through pioneering training and community organising techniques.
- Support the taking of minutes of monthly business meetings and committee meetings (shared with Membership Engagement Officer).
- Take on other tasks as reasonably requested by the committee/membership.

You would also be expected to adhere to the “**Expectations of Officers & Representatives of IMHN/BIMHN**”.