



## **Lived Experience Workforce Program NGO Lived Experience Workforce Community of Practice Terms of Reference**

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### **The Lived Experience Workforce Program**

The Lived Experience Workforce Program (LEWP) is funded by SA Health through the Office of the Chief Psychiatrist. The Program has been established to support the non-Government (NGO) mental health sector in effectively recruiting, supporting and growing its Lived Experience Workforce (LEW). LEWP is tasked with:

- Supporting the NGO mental health sector to implement the LEWP NGO Mental Health LEW Standards and Guidelines
- Engaging the NGO sector in building its capacity to support the development of the LEW, including supervision, mentoring, training and professional development opportunities
- Providing access to information, including online resources to support the NGO mental health sector in embedding the LEW
- Improve collaboration between the Government and NGO mental health sectors regarding work experience and employment opportunities for people with lived experience of mental illness, or of caring for a person with a mental illness, who are interested in a career within the LEW

### **Background: the NGO LEW Community of Practice**

The NGO Community of Practice has been established in response to needs expressed by members of the NGO LEW, including the LEWP Reference Group, both verbally and in writing<sup>1</sup>. In keeping with the LEWP's core principle of co-design in all that we do, the Community of Practice has been established through a co-design process with members of the LEWP Reference Group.

### **Objective**

The purpose of coming together as a Community of Practice is for members to share with others in Lived Experience roles and to develop skills and knowledge, based on Peer Work-specific best practice, which can be applied to their work practice.

### **Principles and Values**

The Principles and Values of the LEWP, as co-designed by the LEWP Reference Group, direct all aspects of the work of the LEWP including the NGO LEW Community of Practice. They should be considered in all communications, decision making and activities:

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<sup>1</sup> 2015 LEWP Training Needs Analysis; evaluation and feedback gathered through LEW PD Days and Training for Leaders of LEW; feedback gathered through LEWP Reference Group meetings held monthly

## Principles:

- Co-design – with consumers, carers and NGO representatives including HR to ensure the outcomes of the project are deliverable and effective.
- Recovery focused – the principles of the Recovery framework will inform the process, design and outputs of the project.
- Engagement – of reference groups and other key stakeholders in ways that are creative and perceived as a positive use of their time.
- Transparency – the project plan, progress and resources will be available to all project participants.
- Respectful – the stories that may be shared as part of this project and the tellers of the stories will be treated with respect and confidentiality.
- Practical – making sure the project aligns with what NGOs already have to do, for example conforming to National Mental Health Standards.

## Values:

- Social Justice
- Fierce compassion
- Determination
- Accountability
- Lived Experience (lived experience is transformative and leads to self-knowledge)
- Strengths focussed
- Collective wisdom
- Shared trust

## Reporting Relationships

The NGO LEW Community of Practice will report to the Program Manager and the Senior Officer, LEWP – Mental Health Coalition of SA.

## Community Membership

The NGO LEW Community of Practice is open to people within the NGO mental health sector as well as Independent LEWs, who hold a paid position in which utilisation of *mental health* Lived Experience expertise is noted as a key essential criterion of their position. This includes Peer Workers in related services such as gambling, AoD etc.

## Roles and Responsibilities

The Community of Practice will be owned and run by all members who form part of the community, a group that may change over time. Members agree to:

- Co-design and review this Terms of Reference

- Set clear guidelines, boundaries and expectations for members based on the outlined Principles and Values of the LEWP, and operate within these
- Decide where and when each meeting will be held
- Decide whether the structure is appropriate or whether to co-design and pilot a different structure in line with the needs of members
- Ensure the focus of each meeting - presentation and reflective practice component - is relevant to the needs of all members
- Keep each meeting on task
- Actively participate in meetings
- Maintain and promote a true community approach and environment, with no power imbalance
- Encourage and support others to participate, promoting opportunity for learning and growth
- Openly share ideas, skills, knowledge and resources
- Share learning from Community of Practice meetings with their organisation, to support its capacity in working with the LEW

At the conclusion of each meeting, 4 members will be appointed by the community to be responsible for organising the next meeting, including:

- Booking and preparing the venue and facilities
- Facilitating the meeting
- Presenting the topic
- Developing the reflective practice component of the meeting

## Meetings

Meetings will run for 2 ½ hours in total, every 2 months and will be held during business hours. The pilot meeting will be held on a Wednesday between 12-2.30pm, a time which may change as decided by the community.

Members are welcome to BYO lunch.

Initially, meetings will be held at a single location but may change over time as agreed by members.

Community members will be required to register to attend and meetings will be initially be limited to 15 community members, plus 4 facilitators who will also be required to register. A quorum of 6 members, including facilitators, will be required as a minimum for the meeting to proceed. The person responsible for arranging registrations will notify all registered members if the meeting is cancelled.

At least one staff member from the LEWP will be present at meetings until such time as the group feels comfortable to conduct meetings with or without LEWP's presence.

LEWP staff will provide printing and other resources such as tea, coffee, milk etc. if they are not available at the venue.

## Structure

### 1) 20 mins - Information Sharing:

- Brief introductions (name, organisation, position)
- Share details of helpful contacts, programs, services, professional development opportunities, sector developments. SNAPSHOT only
- All invited to note 1 helpful contact, resource or program on a circulating piece of paper, to be collated by LEWP and shared via email after the meeting

### 2) 40 mins – Professional Development:

- Community member, who was nominated to lead session at end of last CoP meeting, presents best practice information on a topic that will support skills development

### 3) 75 mins – Reflective Practice:

- Reflect on a scenario/case study as prepared by a member who was nominated to do so at the last CoP meeting
- End with individual reflection: one thing to take away and apply to your practice and how will you share this with your team/organisation?

### 4) 15 mins – Planning:

- Community members decide where next session will be hosted, who will organise the room, who will set the structure and facilitate, who will present the PD session, who will develop the reflective practice session
- Session Report Template to be completed by the facilitator, with input from all members, and returned to LEWP for sharing and record keeping

## Review

The LEWP NGO LEW Community of Practice Terms of Reference will be reviewed annually but members are welcome to request a review at any time as needs of the group dictate.

## Approved by

**Shandy Arlidge: Program Manager – LEWP**

Signed:



Date: 9/11/2018

**Belinda Brown: Senior Officer – LEWP**

Signed:



Date: 9/11/2018