



Appendix 3 of Governance Framework

Medway LINK Coordinating Team Roles and Responsibilities

Role	Responsibility	Required experience / skills and / or interest
Facilitator	<ul style="list-style-type: none"> • To provide leadership and direction for the Coordinating Team, enabling the Coordinating Team to carry out its roles effectively for the good of the organisation • To help the Coordinating Team set long term plans for the future of the organisation • To ensure meetings are run well, including participation from all involved, time-keeping, decision making and team work • To work with the Host and the other members of the Coordinating Team to ensure that the decisions of the Coordinating Team are acted upon 	<ul style="list-style-type: none"> • Ability to think and plan ahead, balancing needs and constraints • A good understanding of what the organisation is about • Good at running meetings and getting everyone to contribute • Good at summarising discussions and getting people to make decisions • Ability to handle conflict

Role	Responsibility	Required experience / skills and / or interest
Finance	<ul style="list-style-type: none"> • To take the lead within the Coordinating Team in financial matters affecting the LINK, including statutory obligations • 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 	<ul style="list-style-type: none"> • Confident and at ease in dealing with figures / financial matters • Financial accounting • Budgeting • Financial management
Project management	<ul style="list-style-type: none"> • To take the lead within the Coordinating Team in managing projects • To help in organising priorities, identifying who will do what and when • To assess risks and present possible solutions 	<ul style="list-style-type: none"> • An analytical / methodical approach to work / projects • Project management • Team working • Priority setting • Risk management
Community engagement and partnerships	<ul style="list-style-type: none"> • To take the lead within the Coordinating Team in relationship management and networking • To provide expertise / knowledge of different methods of engaging people and communities • To provide experience of working with people / groups who traditionally have been hard to reach and / or are disadvantaged 	<ul style="list-style-type: none"> • Worked in community environment – voluntarily or professionally • Good networker • Good communicator • High level of commitment to the value of patient / carer / user / public / community involvement in local decision making • Experience of working with people / groups who are considered disadvantaged and / or hard to reach

Role	Responsibility	Required experience / skills and / or interest
Performance management	<ul style="list-style-type: none"> • To take the lead within the Coordinating Team in managing and reporting on contracts and performance • To help in identification of outcomes for the LINK and methods of monitoring and reporting progress 	<ul style="list-style-type: none"> • An analytical / methodical approach to work / projects • Managing projects / work streams • Contract management • Performance management
Communications / PR and media	<ul style="list-style-type: none"> • To take the lead within the Coordinating Team in promoting the LINK and encouraging involvement of more people from a diverse cross section of the population • To provide input on how best to capture the interest of the media and stakeholders for positive reporting 	<ul style="list-style-type: none"> • Good communicator • Experience of public relations • Experience of working with the media – pre-existing relationships with local journalists / reporters would be beneficial
Strategic	<ul style="list-style-type: none"> • To ensure that the LINK is developed strategically, without detailed attention to minutiae 	<ul style="list-style-type: none"> • Ability to think and plan ahead, balancing needs and constraints • A good understanding of what the organisation is about

Role	Responsibility	Required experience / skills and / or interest
Legislation / policy / governance	<ul style="list-style-type: none"> • To take the lead within the Coordinating Team in all governance / legislation matters affecting the LINK • To be fully conversant with the legal requirements surrounding the LINK • To be conversant with the overall direction of involving more people and communities in the decisions surrounding their local health and social care • To guide on policy and governance for the LINK 	<ul style="list-style-type: none"> • 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 • An awareness of the powers of LINKs and the statutory framework • Experience of working in the public sector, whether in paid employment or a volunteer • An appreciation of the standards in public life
Equality and diversity	<ul style="list-style-type: none"> • To ensure that the LINK and the Coordinating Team adopt and pursue the principles of ensuring that Medway's diversity is covered • To ensure that equal opportunities are given to all in Medway 	<ul style="list-style-type: none"> • Knowledge of the diversity of the area of Medway and the different issues and approaches to enabling the involvement of all • Knowledge and expertise in equal opportunities • Commitment to enforcing the equality and diversity policy of the LINK