



Community and Engagement Facilitator – West Sussex Lived Experience Advisory Group

Responsible to: Operational Lead – West Sussex Lived Experience Advisory Group & CAPITAL Co-production

Hours of Work: 5 hours per week

Location: Working from home with travel across West Sussex as required

Salary: £13.50 per hour, rising to £14.00 per hour from 1st April 2026

Contract: 1st February 2026 to 30th November 2026

About CAPITAL

As one of the first user / survivor-led organisations in the UK, CAPITAL was established to bring West Sussex services, workers, and people experiencing mental health issues together to improve services and train staff, from a lived experience perspective.

Over 300 people are current members of CAPITAL, who are offered shared learning, training, workshops and community meetings, where people with lived experience lead our work.

In 2022 we were commissioned to develop and lead coproduction within the West Sussex Mental Health Community Transformation Programme. We've set up a new independent network: LEAG (Lived Experience Advisory Group), and are working on a vision for local mental health services

CAPITAL was commissioned in 2024 by the Drug and Alcohol Partnership (Public Health, West Sussex County Council) to examine and present the unique views of those with lived experience of addictions across West Sussex. This work is coproducing peer-led trauma-informed workshops and managing a Community Fund to support community initiatives and peer leadership.

CAPITAL also runs volunteer led independent Patient Viewpoint forums, capturing anonymous feedback about hospital care, treatment and support to hospital senior leaders and managers.

Purpose of the Role

This is an exciting opportunity to strengthen CAPITAL's presence within local communities and increase membership across diverse groups in West Sussex. The role focuses on outreach, engagement, and building relationships with individuals and organisations to ensure that people with lived experience of mental health challenges have opportunities to connect, contribute, and influence services.

To increase awareness of the WSX LEAG and its work, expand membership, and foster meaningful connections with communities across West Sussex, particularly those who are underrepresented. The role will involve attending community events, networking with local organisations, and promoting involvement opportunities.

Main Duties and Responsibilities

- Develop and implement outreach activities to raise awareness of CAPITAL and its membership offer.
- Engage with diverse communities across West Sussex to promote inclusion and participation.
- Build relationships with local organisations, community groups, and stakeholders to support collaborative working.
- Attend community events, meetings, and forums to represent the WSX LEAG and share information.
- Support individuals to join the WSX LEAG.
- Use a range of engagement methods (face-to-face, online, social media) to reach different audiences.
- Maintain accurate records of engagement activities and impact.
- Work flexibly and undertake other duties commensurate with the role.

All duties to be undertaken in a safe and responsible manner in accordance with requirements under GDPR, Safeguarding, Health and Safety regulations, established safe systems of work and CAPITAL policies, practices and procedures.

PERSON SPECIFICATION:

Essential Qualities, Knowledge and Skills

- Strong communication and interpersonal skills.
- Ability to engage with diverse communities and build positive relationships.
- Organised and proactive, able to work independently.
- Basic IT skills (Microsoft Office, Zoom/Teams).
- Commitment to equality, diversity, and inclusion.
- Experience in community engagement or outreach work.
- Knowledge of mental health services and voluntary sector in West Sussex.
- Understanding of coproduction principles.
- Ability to frequently travel across West Sussex, including areas which do not have direct public transport links.

This post is subject to an enhanced DBS check and proof of right to work in the UK.