



# Deputy Co-production Lead – West Sussex Lived Experience Advisory Group

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

**Hours of Work:** 14 hours per week

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

**Salary:** £14.50 per hour, rising to £15.00 per hour from 1<sup>st</sup> April 2026

**Contract:** 1<sup>st</sup> February 2026 to 30<sup>th</sup> 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

The Deputy Co-production Lead will support the Operational Lead in sustaining and developing the West Sussex Lived Experience Advisory Group (LEAG) and wider coproduction activities. This includes engaging people with lived experience and carers, supporting their involvement in shaping mental health services, and ensuring their voices influence decision-making at all levels. The role holder will be responsible for ensuring the West Sussex LEAG is represented at key governance meetings. The role will be expected to form a feedback structure to ensure the group is kept up to date on all relevant activities.

## Main Duties and Responsibilities

- Assist the Operational Lead in building strong working relationships with voluntary, community, and social enterprise partners, Sussex NHS Commissioners, and other stakeholders.
- Help maintain and grow the lived experience network (LEAG) to inform and influence transformation priorities.
- Provide practical and emotional support to LEAG members to enable effective participation.
- Assist in organising and facilitating LEAG meetings, including preparation and follow-up.
- Support the development of activity plans and coproduction frameworks.
- Contribute to monitoring and evaluation processes for coproduction activities.
- 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

- Lived experience of mental health services and/or as a carer, with empathy for those affected.
- Understanding of coproduction approaches and commitment to empowering communities.
- Strong communication and interpersonal skills.
- Ability to work collaboratively and support others.
- Good organisational skills and ability to manage tasks effectively.
- Awareness of lived experience leadership in driving change.
- Basic IT skills and understanding of confidentiality, GDPR, and data protection.
- Commitment to CAPITAL's ethos and values.

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