

ROLE PROFILE

Chair / Co-Chair

Lived, Learned and Professional (LLP) Advisory Group

Supporting Change - Carers Programme

Purpose of the role

The purpose of this role is to support the effective operation of the Lived, Learned and Professional (LLP) Advisory Group by convening discussions, shaping agendas and helping to ensure that lived, learned, and professional perspectives are brought together clearly and constructively.

Like other members of the Advisory Group, the Chair/Co-Chair brings lived, learned, and/or professional experience of unpaid care to inform the development, delivery, and learning of The National Lottery Community Fund's Supporting Change - Carers programme in Scotland. [You can read more about this programme on our website.](#)

The programme aims to improve the health of unpaid carers by supporting work that:

- reduces unfair and avoidable differences in health outcomes for unpaid carers (health inequalities); and
- addresses the root causes of long-term challenges, not just symptoms, through systems change.

The Chair / Co-Chair supports the Advisory Group to provide independent advice, insight and challenge to help ensure the programme is meeting these aims and funding work that will:

- support carers during changes in their role
- make it easier to identify and support carers

- improve support for carers who face additional barriers
- change how care is understood and valued

The Chair / Co-Chair role is advisory and facilitative. It does not involve decision-making on funding and does not hold delegated authority.

About the Advisory Group

The LLP Advisory Group is a non-decision-making, time-limited advisory group established by the Scotland Committee to support the delivery of the Supporting Change - Carers programme.

The group will operate from August 2026 until March 2028 and will support the programme by ensuring that lived, learned, and professional perspectives are meaningfully reflected in programme learning, priorities and governance discussions.

Membership of the Advisory Group is an advisory arrangement only. The Chair / Co-Chair is not an employee, worker or agent of The National Lottery Community Fund.

Term of appointment

- Appointments are made for a fixed term, running until March 2028
- There is no expectation of ongoing involvement beyond this period
- The Advisory Group will be reviewed before the end of the term

Key responsibilities

In addition to the responsibilities of an Advisory Group Member, the Chair / Co-Chair will be expected to:

- Support the effective convening and facilitation of Advisory Group discussions, helping to ensure they are inclusive, focused and constructive

- Work with staff to shape agendas and engagement activities, aligned to the aims and priorities of the Supporting Change - Carers programme
- Encourage contributions from all members and support respectful exploration of different perspectives
- Help draw together themes, insights and reflections from discussions so they can be clearly fed into programme learning and Scotland Committee processes
- Act as a consistent point of contact between the Advisory Group and staff supporting the programme
- Support a culture of respect, inclusion and constructive challenge within the group

The Chair/Co-Chair does not line-manage group members and does not have responsibility for recruitment, selection, or performance management of members.

Time commitment

- The Chair / Co-Chair role involves a slightly greater time commitment than that of Advisory Group members, reflecting additional facilitation and coordination responsibilities
- Primary engagement will take place through:
 - a private Microsoft Teams chat space
 - preparation for and participation in online meetings
- The role is designed to remain flexible and proportionate, with no expectation of fixed hours or continuous availability

Remuneration and support

- The Chair / Co-Chair will be remunerated in line with The National Lottery Community Fund's Stakeholder Compensation Policy, at a level that reflects a higher time commitment per activity compared with other members.

- Remuneration is provided on a per-activity basis to recognise time and expertise
- Participation does not constitute employment or create an employment-type relationship
- Support is available to reduce barriers to participation, including:
 - Replacement care costs
 - Reasonable adjustments
 - Accessible materials and flexible engagement options

Who we are looking for

We are seeking individuals with relevant lived, learned and/or professional experience of unpaid care, who also feel able to support and facilitate group discussion.

Alongside the experience sought for Advisory Group members, we are particularly interested in people who can demonstrate:

- Confidence in helping group discussions stay focused and inclusive
- Experience of bringing people together to share perspectives or reflect collectively (formally or informally)
- Interest in health inequalities, systems change and long-term improvement for unpaid carers

We welcome applications from people with diverse backgrounds and perspectives, including those underrepresented in formal governance settings. This includes, but is not limited to, people with experience of unpaid care who are:

- LGBTQ+
- Living in rural or remote areas
- Disabled
- Caring for someone with an addiction

- Older
- From ethnic minority backgrounds
- Young carers

Skills and experience

You do not need previous chairing or governance experience. We are interested in applicants who can demonstrate:

- An understanding of factors that shape unpaid carers' health and wellbeing, including structural or systemic influences
- Ability to reflect on experience and identify underlying causes of inequality, not just individual circumstances
- Confidence to help structure discussion and draw out key insights
- Ability to communicate clearly and engage respectfully with diverse perspectives
- Commitment to inclusion, respect and constructive challenge