**THE COMMUNITY DIALOGUE PROJECT**

**Background of the project**

Lancaster University is undertaking a project that will look at how it can make use of existing information on the needs of communities and what their priorities are, and how to communicate and engage better with communities.

The project will:

* Look at information from previous community conversations to look at what actions are important and what gaps there might be
* Review existing communication/engagement toolkits
* Develop new tools and materials for having better community conversations that can be used with different communities and places
* Work together with different stakeholders to design a toolkit that will support conversations with seldom heard communities
* Host 3 community conversations with seldom heard communities to gain new knowledge and evaluate and evolve the toolkit
* Share the learning and toolkit with others so they can undertake better engagement with different communities

**Public involvement**

We are looking for a person who lives in the Lancaster District to share their knowledge and experiences and help us deliver the community dialogue project. We call people who do this ‘Public Advisers’.

**What will you be doing?**

Public Advisers can help us in many ways. For example:

* Taking part in online and face to face meetings or workshops
* Providing your views to the project team based on lived experience of engagement with public and voluntary sector organisations
* Reviewing documents and providing feedback
* Supporting the design and planning of workshops

It is likely the role and tasks involved will change over time as the project develops and we will discuss this with you and how you might want to be involved.

**Who are we looking for??**

Anyone who lives in the Lancaster District. No qualifications are required! We are keen to hear from people who are interested in working with us and sharing their knowledge of community engagement.

You should be able to work remotely using Zoom/Microsoft Teams or telephone conferencing and travel to meetings and workshops (your travel expenses will be reimbursed).

**Timescales**

The project has started and will run until March 2025. The commitment will be light touch and guided by you in terms of your interest and availability.

**Training & Support**

You will be provided with ongoing support from the project team to enable you to carry out your role. If any training needs arise, we will also identify how to support these.

**Public Involvement Fees**

Public involvement fees are £25 per hour.

* Most meetings are likely to last one hour. However there maybe times that you could be involved in a longer meeting such as workshop.
* We estimate that reviewing documentation would take around one hour
* We will review time commitments and your needs/preferences will be considered
* All activities payments will be in agreed in advance of activities taking place

Public involvement fees may affect benefit payments. Public Advisers can choose whether or not to take part in activities and whether or not to accept any payment that is offered.

**Interested in getting involved?**

We are looking for a Public Adviser who lives in the Lancaster District (Lancaster, Morecambe) and who cares about your local community.

Please send a short statement (e.g. by email, voice note) explaining why you would like to be involved and telling us:

* Your name and contact details
* how you are involved with your local community in your everyday life
* about a community activity or project you have been involved in.

**Please send your statement to Abi Lucy-Lloyd –** [**a.lucy-lloyd@lancaster.ac.uk**](mailto:a.lucy-lloyd@lancaster.ac.uk) **by 29th October 2024.**