**Role Description**

**Richmond Transport & Mobility Forum Chair**

**About Us**

Ruils is a user-led charity supporting disabled children and adults and people with long term health & mental health conditions to live independently, be part of their community and to live life to the full. We provide information, advice, advocacy, befriending and activities to our clients and their families.

[The Richmond Transport and Mobility Forum](https://www.ruils.co.uk/get-involved/richmond-transport-mobility-forum/) has been running since 2015, giving local disabled people the space to speak directly with transport providers, the local authority and key stakeholders about barriers and solutions they face in the borough.

**Role Description**

We are looking for a new Co-Chair with lived experience of disability and a passion for accessible transport to help maintain relationships with transport providers and drive our work forward.

As a Co-Chair, you will get to hear what is happening on the ground and understand the realities of local disabled people. You’ll be working with likeminded people and a community that wants to be a part of the solution.

The key roles of the T&MF Co-Chair are to:

* Co-chair the quarterly meetings
* Liaise with key stakeholders and transport providers to get their updates ahead of meetings and confirm their attendance
* Feedback the views of forum members after the meetings and follow up on all actions
* Maintain current and build new relationships with providers and those in positions of power, specifically with the council and providers
* Keep abreast of current projects, consultations and trials relevant to the group and feedback information/arrange for our involvement
* Support with the advertisement of the forum and help to increase attendance

**Skills Needed**

* Passion for all things transport and mobility
* Good knowledge of transport systems, barriers imposed on disabled people and have an idea of possible solutions
* Good communication skills and the ability to engage with and motivate others, facilitating and directing discussion
* An open-minded, tolerant and patient approach
* An ability to listen and respond appropriately without imposing an opinion (be impartial and non-judgmental)
* Respectful, reliable, honest and punctual
* An ability to build and maintain relationships with key stakeholders
* Dedication and commitment to the role

**Location**

The DAAC, 4 Waldegrave Road, Teddington TW11 8HT

**Time Commitment**

We are looking for a Co-Chair for an 18–24-month term.

The forum meeting 4 times per year, with the upcoming meetings held on:

* Thursday 23 May from 2:00 - 3:30 pm
* Thursday 12 September from 2:00 - 3:30 pm
* Thursday 21 November from 2:00 - 3:30 pm

The new co-chair will need to be present in-person to help lead the meetings. They will also need to spend time with the team outside of meetings to plan and prepare for the forum’s other activities (for example, an access day at a local bus depot). The new co-chair can expect to spend 4-5 hours each month answering correspondence and maintaining relationships with the transport providers.

**Key Role of Volunteers Within Ruils**

As a user-led, grass roots organisation, all volunteers play a crucial role in helping Ruils to deliver its objectives. Ruils recognises that volunteers offer valuable skills and experience which can contribute to the smooth functioning of the organisation. In return, volunteering at Ruils can offer an opportunity to meet new people, to develop skills or learn new ones and to give something back to your community.

**Support and Training**

You will be supported by the Co-Chair, Mary Harrison, and the Ruils Campaigns and Communications Manager, Hallie Banish. Volunteers are expected to adhere to the Ruils policies and procedures including health and safety, confidentiality, safeguarding adults and children, equal opportunities and diversity. A full induction and training will be given to ensure that you feel clear and confident about these policies.

**Contact Details**

If you are interested in this role or would like more information, please contact:

**Mary Harrison** [yoursay@ruils.co.uk](mailto:yoursay@ruils.co.uk)