**Becoming an Ambassador**

**The Nomination Process**

Following the success in establishing the initial Ambassadors Group, two methods for prospective Nominations have been agreed – All methods require the persons line manager (or line managers if managed by more than one person/or multiple roles) to endorse the person by completing a nomination form (attached) and giving examples of where the person meets the criteria. These examples can be completed between the manager and the applicant.

* **Self Nomination** – for colleagues who would like to become an Ambassador themselves. The person would be directed to speak to their line manager(s) who would complete and submit the nomination form.
* **Nominating a colleague** – for those who would like to nominate another person to be an Ambassador. The person would be directed to speak to the nominee’s line manager(s) who would complete and submit the nomination form

Please email completed nomination forms to uhsussex.ambassadors@nhs.net

Once the nomination has been received a member of the Health, Wellbeing and Engagement team will contact the nominated colleague and talk through what being an Ambassador means and what the expectations and commitment are on both side and to ensure there is line management support.

The role of Ambassador is ongoing and we fully understand if due to any reason someone has to step down as an Ambassador and we ask that you let us know so we can pass on our thanks.

Additional documents available:

* Role Description for Ambassadors
* Managers Guide to the Ambassadors Role

For any questions or queries please contact us via uhsussex.ambassadors@nhs.net

**Ambassador Nomination Form**

Name of Person being nominated as an Ambassador:

Role: Department / Site::

Contact / Email / Number:

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| --- | --- |
| **TRUST BEHAVIOURS** | **EVIDENCE THIS IS DEMONSTRATED** |
| Demonstrates the Trust’s Core Values by being:  | For example: Thank you letters and cards, complaints, emails, observation, 360 degree feedback  |
| **Compassionate** – is kind and supportive to others.  |  |
| **Communication**– is pleasant and is on good terms with others. Is approachable and contributes to a healthy working environment |  |
| **Respectful** – demonstrates due regard for the feelings, wishes and rights of others. Listens to and supports others and makes time to do so Is inclusive of others and supports their need to do a good job  |  |
| **Professional** – conforms to the technical and ethical standards of role. Is unfailingly polite and courteous and speaks well of others no matter what the circumstances. Strives for improvement and supports others in doing so  |  |
| **Inclusion** – works with others in a co-operative, collaborative and constructive way. Appreciates and relishes diversity within the team and actively promotes an inclusive and positive environment. Will escalate or challenge poor behaviours if witnessed within their role. |  |
| **Teamwork –** is helpful towards members of their team. Is generous and kind towards others. Treats others as would like to be treated – this might be members of the team, other members of staff, patients, visitors |  |
| **Applicants Declaration:**By submitting this nomination I agree to promote the values and visions of the Trust at all times, to work with other Ambassadors and the Trust to create and ensure positive experiences for patients, the public and colleagues and to support the role of the Ambassador as set out in the Ambassadors Role Description.**Name: Role: Date:****Managers Declaration:**By submitting this nomination I/we agree I have read the Managers’ Guide to Ambassadors and support the application of the above named person to take up the role of Trust Ambassador for a period of 12 months.I/we confirm that they demonstrate the Trusts behaviours and values (as listed above) at all times and on a regular basis.**Name(s): Role(s): Date:** |

Please return this completed record to uhsussex.ambassadors@nhs.net