

CVSA Representative Task Description

Responsibilities of voluntary / community representatives:

- 1) To attend the Croydon Voluntary Sector Alliance (CVSA) meetings (and/or the Children Young People & Families' Network(CYP&FN)/ Mental Health Forum (MHF) events if relevant) and the Partnership Group/Sub-Group/Reference Group;
- 2) to represent the views of the members of the wider voluntary sector;
- 3) to be accessible to all members of the CVSA and CYP&FM/MHF when relevant;
- 4) to use established channels of communication in order to receive and relay information between CVSA and the Partnership Group/Sub-Group/Reference Group;
- 5) to become familiar with policy and practice in your area of representation;
- 6) to work cooperatively with partners;
- 7) to play an integral part in the decision making process regarding matters which fall within the remit of the CVSA (or/and CYP&FN/MHF if relevant) and the Partnership Group/Sub-Group/Reference Group;
- 8) to respect confidentiality where required;
- 9) to act fairly, equitably and with respect for diversity at all times;
- 10)to liase with other representatives and supporting agencies;
- 11)to attend preparation, training and feedback sessions;
- 12)to motivate, encourage and involve those you represent to take part in decision making;
- 13)to prepare and deliver brief reports to the CVSA;
- 14)to provide a communication link CVSA (and/or CYP&FN/MHF) and the Partnership Group/Sub Group/Reference Group;
- 15)to champion the voice of those that you represent.

Person Specification:

Essential:

- 1) A commitment to engage in the Croydon planning and development process
- 2) a Commitment to attend the relevant meetings/activities and the CVSA (CYP&FN/MHF if relevant);
- 3) a willingness and ability to devote the necessary time and effort (around 2 hours a month);
- 4) a willingness to speak on behalf of a network of people representing diverse views and experiences;
- 5) ability to communicate clearly to a range of people;
- 6) an ability to work effectively as a team member;
- 7) good, independent judgement;
- 8) an ability to have vision and think creatively.

Desirable:

- 1) Assertiveness skills
- 2) Negotiation skills
- 3) Knowledge of local and national policy as it relates to the voluntary sector and, if relevant, specialist areas such as Mental Health / Children, young people and families.