**SWL VCSE Alliance representative Role**

**Role Title**: VCSE Representative

**Reports to**: Director of SWL VCSE Alliance

**Your role is to**:

1. Speak on behalf of the Alliance and advocate for the views and perspectives of the voluntary sector
2. Promote the VCSE sector activities
3. Facilitate communication between public sector organisations and VCSE organisations and seek to create opportunities for further positive conversations and turning words into action
4. Promote joint working and act as a critical friend for partners’ services
5. Recognise and engage in the learning journey of the Alliance to:
   1. Share relevant experiences of influencing with other VCSE organisations
   2. Understand the needs of the VCSE sector;
   3. Familiarity with key policy information relating to the VCSE sector.

**Your role is not to:**

1. Represent yourself or the views of your own organisation
2. Using this position to forge your own alliances

**Your responsibilities are to:**

1. Attend meetings of the Partnership/group you are a VCSE representative on
2. Be prepared for each meeting; read preliminary papers, gather Alliance’ responses (as far as reasonably possible) and submit agenda items as appropriate.
3. Actively participate in meeting discussions.
4. Bring solutions to meetings as well as challenges faced by the sector
5. Raise the profile of the Alliance to stimulate more awareness and interest amongst local health sector bodies.
6. Feedback to the Alliance and actively solicit contributions from other VCSE organisations

**Expectations**

1. You are in place for a period of 2 years after which we expect you to stand down and, if still interested in the position, put yourself forward again
2. If you fail to attend three consecutive formal meetings you will automatically be removed from the role, unless there are extenuating circumstances
3. You will formally feedback to the Alliance after attending each meeting; if you fail to feedback three consecutive times, you will automatically be removed from the role, unless there are extenuaring circumstances
4. You will ensure that your messages and views are in line with the policy direction / approach agreed by the Alliance
5. You will observe the confidentiality of discussion within meetings, and the sensitivity of some issues.
6. It is recognised and accepted that there will be occasions when representatives may potentially be competing for ICS funding or resources. Where there is potential for conflict, this must be managed through declaring interests.
7. It is recognised that VCSE organisations have different levels of resources available to them to be able to contribute to the work of the Alliance. The Alliance always seek to secure external resources to contribute to VCSE representatives’ costs; please refer to our VCSE representatives reimbursement policy.

**Different roles available**

We have three potential VCSE representatives roles within the SWL VCSE Alliance:

1. SWL VCSE Alliance Leadership group member: the Leadership group of the Alliance has 6 Full members and 6 Associate members (refer to Leadership group ToR), providing directions to the work of the Alliance
2. SWL VCSE Alliance representative: sitting on regular strategic SWL ICS Partnerships and Boards to represent the voice of the sector
3. SWL VCSE Alliance members asked to attend ad hoc ICS events to represent the voluntary sector

**Process for selection**

1. Requests by boards to be made to [sara.milocco@cvaliveorg.uk](mailto:sara.milocco@cvaliveorg.uk)
2. Request to include information on:
   1. Board’s aim and objectives
   2. Terms of reference
   3. How often it meets
   4. Who else in on the Board
   5. Why do they need a VCSE representative and what she/he would add to the board; why is their contribution important, how would it impact their work
   6. Whether they have funding to reimburse the VCSE representative’s participation (£75 for half day, £150 for a full day used presently)
3. When a request from a board is made, it will appear on the Alliance’s webpage with an Expression of Interest link.
4. The EoI window will be four weeks from when the request is made and will be "advertised" through the six CVSs comms channels
5. If there is no response it will be advertised for other 2 weeks
6. Applications will be through a simple online form
7. Applications will be brought to the earliest Leadership group meeting for selection and appointment
8. Successful and unsuccessful candidates notified

Date: June 2023