

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) 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&FN when relevant.
- 4) To use established channels of communication in order to receive and relay information between CVSA and the Partnership Group/Sub-Group/Programme 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 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 liaise 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) and the Partnership Group/Sub Group/Reference Group.
- 15) To champion the voice of those that you represent.

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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 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) Ability to work effectively as a team member.
- 7) Good, independent judgement.
- 8) 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 Children, young people and families.