

Alliance Director Job Description and Person Specification

Job Title:	Alliance Director
Contract:	18 months fixed term (with the possibility of extension)
Location:	Hybrid – primarily home working with some travel required
Hours:	21 hours per week (3 days)
Salary:	£45,000 per annum, full-time equivalent
Reporting to:	HIVCA leadership committee Chair, on behalf of the committee, for strategic oversight and direction. CEO at Action Hampshire for host organisation line management
Reportees	Line management responsibility for HIVCA coordinator. Oversight for the HIVCA team, at the host organisation.

About HIVCA

[Hampshire and Isle of Wight VCSE Health and Care Alliance \(HIVCA\)](#) is the strategic alliance for the Voluntary, Community and Social Enterprise (VCSE) sector across Hampshire and the Isle of Wight. HIVCA brings together VCSE organisations to strengthen collaboration, influence health and care systems, amplify the voices of communities, and improve outcomes for local people.

Working alongside NHS Hampshire and Isle of Wight Integrated Care Board (ICB) and its partners, HIVCA plays a unique role as an independent VCSE representative body.

HIVCA's Vision is that the people of Hampshire and the Isle of Wight can live healthy, active, independent lives full of connection and contribution within their communities for as long as possible and that health, and social care support is well integrated into people's lives to support the best recovery and care.

[Action Hampshire](#) facilitated the establishment of HIVCA and continues to host the alliance. The VCSE alliance director will be employed by Action Hampshire and responsible to the HIVCA leadership committee.

This is an exciting role where you can make a real difference to the VCSE sector and communities across Hampshire and the Isle of Wight.

Job Purpose:

Under the strategic oversight of the HIVCA leadership committee, the Director of HIVCA VCSE Alliance will strengthen the voice, influence and impact of the VCSE sector across Hampshire and the Isle of Wight.

The postholder will ensure HIVCA effectively represents member organisations collective voice and community perspectives within health and care system decision-making, while maintaining its independence and accountability to members. They will lead collaboration with NHS and VCSE partners to shape commissioning, reduce health inequalities, support neighbourhood working and develop community-led solutions that improve health and wellbeing outcomes.

As the Alliance's strategic lead, the Director will build HIVCA's reputation as a trusted strategic partner and a credible source of community and sector intelligence, ensuring that the VCSE sector is recognised as an essential contributor to prevention, integrated care and population health improvement.

The Director will be working with an active Leadership Committee, an engaged Ambassador Network and a dedicated team at Action Hampshire to realise the potential of HIVCA.

Key responsibilities:

Leadership and System Influence

- Under the strategic direction of the HIVCA leadership committee, provide strategic leadership for HIVCA and oversee delivery of the Alliance's priorities and plans.
- Ensure all areas across Hampshire and the Isle of Wight have meaningful opportunities to access the benefits of HIVCA and contribute their voice to health and care system discussions
- Engage with the health and social care system at a strategic level on behalf of HIVCA members, consulting and engaging with them appropriately to do so.
- Champion place based and neighbourhood solutions that respond to local circumstances, assets and inequalities.
- Champion the voice of the VCSE sector across Hampshire and the Isle of Wight health and care system.
- Ensure all areas across Hampshire and the Isle of Wight have meaningful opportunities to access the benefits of HIVCA and contribute their voice to health and care system discussions.
- Champion place-based and neighbourhood solutions that respond to local circumstances, assets and inequalities.
- Develop and maintain effective relationships with senior leaders across the Integrated Care Board, Integrated Care Partnership, local authorities, public health, NHS trusts and wider system partners.
- Ensure HIVCA's independent perspective is represented within relevant system governance, planning and commissioning forums.

- Work with the newly formed HIVCA Ambassador network to influence strategic decision-making through effective representation and engagement mechanisms.
- Ensure broad representation across place, health and care areas, VCSE organisation size and the diverse communities of interest and practice served by VCSE organisations.
- Ensure the working culture of the Alliance is collaborative, inclusive, reflective and constructive, in line with the Leadership Committee's intentions.
- Identify emerging policy developments, opportunities and risks affecting the VCSE sector and advise members and partners accordingly.

Collaborative Commissioning and System Development

- Lead HIVCA's contribution to the development of collaborative commissioning approaches across the health and care system.
- Work with NHS and VCSE partners to explore commissioning models that encourage collaboration and partnerships, and also support prevention, home-first care, early intervention and community-based support.
- Ensure VCSE organisations are engaged as strategic partners in service design and commissioning discussions.
- Alongside the HIVCA Leadership Committee, identify barriers, risks and opportunities within commissioning arrangements and advocate for solutions that strengthen VCSE participation.
- Gather and provide strategic insight to inform future commissioning intentions and procurement approaches.

Working with HIVCA Leadership Committee

- Report to the HIVCA leadership committee on progress and performance against agreed strategic objectives and funding requirements
- Develop and manage the programme plan supporting agreed strategic objectives and workstreams, including milestones, risks, monitoring and evaluation, reporting progress and exceptions to the Leadership Committee and Action Hampshire as appropriate.
- Work closely with the Leadership Committee, supporting them in their role of strategic oversight.
- Keep the Leadership Committee abreast of opportunities, developments, risks and challenges, as well as insights from the ICB and from the HIVCA membership and wider VCSE sector.

Leading the HIVCA team

- Oversee the team within Action Hampshire supporting HIVCA, including communications, ensuring the effectiveness of the team to deliver against the workplans, milestones and direction set by the Leadership Committee.
- Lead the team supporting HIVCA at Action Hampshire as the host organisation, inclusively and effectively, including line management of the HIVCA Coordinator, setting clear objectives and providing regular support and supervision.
- Line manage the HIVCA coordinator, providing regular support and supervision, and ensuring they are supported to develop the HIVCA Alliance and Leadership Committee to be fully representative of the geographically and thematically diverse VCSE sector across Hampshire and the Isle of Wight.
- Ensure effective governance, risk management and regulatory compliance for HIVCA and for its interface with Action Hampshire and the wider staff team.
- Ensure the financial sustainability of the Alliance through effective financial planning and management, leading on business planning and seeking growth opportunities.
- Secure funding, grants and commissioned opportunities aligned with HIVCA's strategic objectives.
- Manage budgets and resources responsibly and within parameters set by the Leadership Committee.
- Monitor performance against agreed objectives and funding requirements.

Communication and engagement

- Oversee communications and engagement activity delivered through the HIVCA team, Ambassadors and partners, ensuring members and wider stakeholders receive timely and accessible information about system developments, opportunities, consultations, events and the work of the Alliance.
- Ensure effective opportunities for two-way member and wider VCSE engagement, including networks and briefings, and that feedback, community insight and learning are captured and shared.
- Maintain strong links with local VCSE infrastructure organisations and other relevant networks across Hampshire and the Isle of Wight to support reach and representation.

This job description is indicative of the range of current duties and responsibilities for the post; it is not comprehensive. It is inevitable that the duties will change to reflect organisational change and it is essential therefore that it is regarded with a degree of flexibility, so that changing needs and circumstances can be met. All changes will be discussed with the post holder.

Person specification

Person Specification

Essential Experience

- Senior leadership experience within the VCSE sector, health and care sector, local government or a related environment.
- Experience of line managing, leading or coordinating people and teams, including supporting others to perform effectively.
- Experience of influencing and leading complex systems and building effective cross-sector partnerships.
- Experience of horizon scanning and securing funding
- Experience of representing organisations or sectors
- Proven experience of stakeholder engagement and relationship management across multiple organisations.
- Experience of commissioning, service development, programme delivery, complex partnerships or system transformation.

Essential Knowledge

- Strong understanding of the VCSE sector and its contribution to health and wellbeing.
- Understanding of Integrated Care Systems, population health and health inequalities.
- Knowledge of commissioning, partnership working and collaborative delivery models.
- Understanding of community engagement, co-production and neighbourhood-based approaches.

Essential Skills

- Inspiring and inclusive team leadership, supporting others to fulfil their potential.
- Exceptional influencing and negotiation skills.
- Strong facilitation and partnership-building abilities.
- Excellent communication and presentation skills.
- Ability to analyse complex information and translate it into strategic recommendations.

Personal Qualities

- Strong commitment to the values and contribution of the VCSE sector.
- Able to operate effectively in complex systems.
- Collaborative and relationship focused.
- Committed to inclusion, equity and community empowerment.
- Passionate about improving outcomes for local communities.

Benefits of working at Action Hampshire

Action Hampshire offers a range of benefits to support employees including:

- Flexible & Hybrid working
- 25 days leave (pro rata) plus public holidays
- Pension - Employees are automatically enrolled in the NEST pension scheme in line with statutory requirements
- Cycle to Work Scheme - Employees may access a Cycle to Work scheme to promote sustainable travel and wellbeing
- Life Insurance - employees are provided with life insurance cover as part of their employment package
- WeCare – Free, Confidential web-based health & wellbeing platform including access to online GP appointments and telephone counselling for employees and family members
- Reward Hub platform - Offering discounts and offers across a range of services.

Equality, Equity, Diversity & Inclusion

At Action Hampshire, we want to create a safe*, inclusive, and welcoming organisation that actively challenges exclusion. To achieve this, we are building a culture of belonging where everyone is valued, respected, and supported to thrive as their authentic selves.

**By 'safe', we mean psychologically safe: a culture where people feel able to express themselves openly, share ideas, raise concerns, and challenge constructively without fear of judgement, exclusion, or negative consequences.*

We very much welcome applications from all members of the community regardless of age, gender, sexual orientation, ethnicity, faith or disability. We go beyond the protected characteristics of the Equality Act to include other groups who may face discrimination or lack of opportunity in employment. We actively strive to eliminate discrimination in our recruitment process and ensure that all qualified applicants receive full and fair consideration for employment.

We are a Disability Confident Committed employer and offer flexible, hybrid working arrangements. These can be particularly helpful for candidates living with disabilities, long term health conditions or who have caring responsibilities.

If you are passionate about this role and what we do, we would love to hear from you. If you think you have the skills for this role, but don't necessarily have all the essential requirements listed, please apply anyway, stating clearly in your covering letter how you think you can fulfil the role.



Safeguarding

Action Hampshire is committed to practices that protect people from harm regardless of any protected characteristic as covered by the Equality Act 2010 the Worker Protection (Amendment of Equality Act 2010) Act 2023; working together to safeguard adults from abuse, neglect and exploitation.