

## Job Description

### Chair of the North East London Voluntary, Community and Social Enterprise Collaborative (NEL VCSE Collaborative)

**Role:** Chair of the NEL VCSE Collaborative

**Responsible to:** The Chair will be responsible to the NEL VCSE Collaborative leadership group.

**Remuneration:** £6,500 per annum

**Time commitment:** Two days per month, worked flexibly according to demand across the year

**Terms of contract:** Fixed term contract for a year, with the opportunity for another year in the role if agreed by NEL VCSE Collaborative members.

**Location:** In locations across North East London, including at the THCVS office and Unex Tower in Stratford.

#### About the NEL VCSE Collaborative

The North East London (NEL) Voluntary, Community and Social Enterprise (VCSE) Collaborative works closely with the ICB to work together strategically by shaping, improving and delivering services and contributes to the system design and organisational development of the ICB, ensuring Voluntary, Community, Faith and Social Enterprise (VCFSE) contribution.

The leadership group of the seven borough representatives meets monthly and is currently working to develop a VCFSE strategy to raise the profile of the sector and support the VCFSE to work in partnership with the health system to address local health inequalities and improve the health outcomes of the communities in NEL. We are now keen to expand our work and recruit a Chair.

The NEL VCSE Collaborative is committed to our five values:

1. Equity and Inclusivity - Champion compassionate, collaborative, and inclusive multi-professional leadership.
2. Collaborative – Meaningful integration with ICB as a coordinated VCFSE voice

3. Innovative – VCFSE sector contributing expertise in an equitable manner in commissioning, service design and improvement processes
4. Transparent – building trust across sectors and ensuring VCFSE is a valued partner
5. Person and community focused – strengths based approach by championing our people and communities

## How to Apply

The chair for this role will be selected via a transparent and fair recruitment process. Please submit a cover letter (no more than two A4 pages) and a CV to [nelvcse@thcvs.org.uk](mailto:nelvcse@thcvs.org.uk) by 12pm 21<sup>st</sup> October 2024

**Interview date (round 1):** 8<sup>th</sup> November 2024

**Interview date (round 2):** w/c 11<sup>th</sup> November 2024 (informal conversation with Partnership Development Director)

The NEL VCSE Collaborative is open to explore rotating Chairs and short-term tenures to keep the Chair role focussed on the NEL VCSE Collaborative and to share the workload.

## Purpose of the role

- Provide influential and inspirational leadership to ensure the VCFSE sector is an equal partner in the NEL ICP
- Develop and maintain excellent relationships with health and social care stakeholders ensuring networks are kept informed of the Collaborative's progress
- Advocate for the VCFSE sector and mobilise innovative approaches to support the health and wellbeing of NEL community
- To lead the NEL VCSE Collaborative, interfacing with the Partnership Development Director to drive forward the interests of the NEL VCSE Collaborative and the wider VCFSE sector it represents
- To act on behalf and represent the opinions and interests of the NEL VCSE Collaborative on relevant ICS boards, in particular as the NEL VCSE Collaborative representative on the NEL ICP
- To chair the leadership group meetings of the NEL VCSE Collaborative

---

### Tower Hamlets CVS

Unit 3.10 | The Green House | 244-254 Cambridge Heath Road | London | E2 9DA

Telephone Number: 0203 559 6696 | General Enquiries: [info@thcvs.org.uk](mailto:info@thcvs.org.uk)

Registered Charity No 1137143 | Company No 07251141

- Ensure NEL VCSE Collaborative meetings are planned effectively, conducted according to the principles and agreements in place, and facilitated in collaboration with the Partnership Development Director

## **Key functions & Tasks (Role Description)**

- To lead with compassion and inspiration to ensure strategic influence of VCFSE at system level to better enable integrated working approaches between system leaders and sector partners
- Work with the NEL VCSE Collaborative members to ensure they are effectively represented and actively involved across the structures that form the ICS
- Together with the Partnership Development Director, produce a quarterly budget report and regular updates including emerging opportunities and risks in a timely fashion
- Work with the Partnership Development Director on producing quarterly budget reports
- Lead and work with the NEL Collaborative to identify and communicate strategic and business development goals which are in line with community and ICS outcomes
- In collaboration with the Partnership Development Director, plan and Chair the NEL VCSE Collaborative meetings and ensure relevant business is discussed with clear actions
- Ensure that the NEL VCSE Collaborative leadership group adheres to the Terms of Reference (ToR) and Memorandum of Understanding (MoU) in place and membership is fair and reviewed regularly with actions and conflicts of interest appropriately managed
- Ensure the NEL VCSE Collaborative addresses and incorporates relevant legislation, policies and best practice guidance, including equality and diversity
- Develop and regularly update an effective activity plan with NEL VCSE leadership group members which supports the work of Place Level Groups
- Work with the Partnerships Development Director to provide and promote system-wide communication through a range of media channels

## **Person Specification**

- Demonstrable understanding and experience of the current and emerging challenges and opportunities within the regional Health and Care system and the local VCFSE
- Experience of working with the VCFSE sector at a strategic and senior management level, including championing and advocating on behalf of the VCFSE sector
- Demonstrate excellent knowledge of VCFSE and healthcare related policies with an understanding of the issues facing the VCFSE at local, regional and national level
- An understanding of the diversity of the VCFSE including grassroots level/micro-organisations

- Experience of leading meetings representing a diversity of views as well as change management processes at a strategic level
- Able to negotiate and influence with the ability to communicate with tact and sensitivity where appropriate. The role will include managing potentially complex and politically sensitive relationships.
- Ability to interpret highly complex information and communicate effectively across multiple stakeholders
- Strategic problem-solving skills, entrepreneurial and open to ideas and opportunities
- Experience of working in partnership with a range of stakeholders in health and social care services.

**Tower Hamlets CVS**

Unit 3.10 | The Green House | 244-254 Cambridge Heath Road | London | E2 9DA

Telephone Number: 0203 559 6696 | General Enquiries: [info@thcvs.org.uk](mailto:info@thcvs.org.uk)

Registered Charity No 1137143 | Company No 07251141