

“Working in partnership to influence and transform Health and Social Care”



VCSE Sector Convenor £35,000 – £40,000

Job Description

Post:	VCSE Sector Convenor
Responsible to:	Communications, Engagement, and Involvement Lead
Hours:	35 hours per week
Salary:	£35,000 – £40,000
Location:	Based at Perkin House, Bradford 1
Special conditions:	As part of this role, you will be required to work and travel across the Bradford District and Craven. While the VCS Alliance supports hybrid working, there is an expectation that you will be based at the office for at least two days per week.
Benefits:	28 days annual leave per year (Pro Rata) plus bank holidays, an additional day of leave for your birthday, Employee Assistance Programme, hybrid working, workplace pension, opportunities for professional development and free office parking.

Purposes of the Post

To lead the development of Voluntary, Community and Social Enterprise sector (VCSE) voice and influence in the Bradford District and Craven Health and Care Partnership. To support good population health and health inequality ambitions, specifically relating to healthy minds, children, young people and families and healthy communities.

To lead the development of valuable feedback loops between advocates and the VCSE sector, and to

collaborate with the VCSA Insight and Impact Manager to produce insight reports that can be used to further influence system decisions.

To develop and maintain relationships with a variety of stakeholders operating at grassroots and strategic levels to ensure Health and Social Care services are being designed and commissioned with insight from the VCSE.

Background

This is an exciting new opportunity to develop a strategic approach to VCSE voice and influence across the Bradford District and Craven Health and Care Partnership to support good population health and health inequality ambitions, specifically relating to healthy minds, children young people and families and healthy communities. These are three of the five priorities for our Bradford District and Craven Health and Care Partnership.

Our Bradford District and Craven Health and Care Partnership, in collaboration with Bradford Council and VCSE infrastructure support organisations, have commissioned a new transitional VCSE Activation Contract.

This contract will:

- Strengthen the Sector – through improving the capability of, and address weaknesses in, organisations that directly divert citizens from the statutory health and social care system.

- Activate the Voice and Influence of Citizens and the VCSE Sector to ensure insight and experience of diverse citizens and VCSE organisations inform and support activity which takes pressure off front line health and social care services.
- And will seek out the voices and insight of the most marginalised communities and those of the VCSE organisations that are working with and supporting those groups to achieve the outcome described above. This citizen voice is a key theme to how we make decisions across our place – Bradford District and Craven.

During this coming year we will work together as partners to focus on our shared ambition of people living ‘happy, healthy at home.’ Specifically, taking pressure off front health and care front line services, including children and young people’s services.

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Duties and Responsibilities

- Provide leadership and facilitation of VCSE voice and influence.
- Lead on the co-design of a VCSE sector advocate plan targeted at healthy minds, healthy communities and children, young people, and families.
- Facilitate the coproduction of clear principles of engagement, common priorities, a shared agenda and ensure ideas and followed action.
- Develop and design an engagement plan to ensure VCSE representation across the System as part of the Activation contract, ensuring all areas of the social landscape are engaged, including seldom heard voices.
- Pro-actively engage and develop effective, collaborative relationships across the wider Act as One partnership.
- Support the development of relationships, trust and learning partnerships and networks.
- Bringing together the 'right people,' including key stakeholders that represent the VCSE sector to intentionally connect and work together to facilitate the spread and adoption of innovation and transformation.
- Lead on social learning programmes within the VCSE sector and across the wider system.
- Create briefs from meetings that make complex topics easier to understand and are appropriate for the audience.
- Develop and operate monitoring processes that support learning and assess effectiveness of provision.
- Work with the finance officer in the preparation of budgets.
- Monitor finance expenditure and outputs relating to programme budget and report to Senior Leadership Team and Board as appropriate.
- Maintain a risk register and ensure actions are in place to mitigate unacceptable levels of risk.

General Requirements

- Undertake personal training as required.
- Attend regular supervision sessions and staff meetings.
- Support general VCSA administration by handling inquiries via the telephone, email, and drop-ins.
- Provide relevant information for VCSA's newsletter/s, mailings, website, and social media
- Comply with all organisational policies and procedures.
- Promote VCSA with all stakeholders during the duties of your work.
- Undertake any other duties prescribed by your line manager.

Equal Opportunities

VCSA is committed to promoting equality, diversity and inclusion, anti-discrimination and anti-oppressive policy and practice. Everyone who comes into contact with the VCS Alliance and its staff and volunteers will be treated with dignity and respect and will not be discriminated against directly or indirectly on the grounds of any protected characteristic described in the Equality Act (2010) including their gender identity, sex, race/ethnicity, religion, marital status, sexual orientation, mental health status age or disability. Job applicants, employees, volunteers and service users will be entitled these protections too.

Notes

All jobs are subject to change from time to time and this job description will be reviewed regularly. This post is subject to a 3-month probationary period and will be subject to a Basic Disclosure and Barring Service check. Applicants must be eligible to work in the United Kingdom.

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Person Specification

Skills and Experience	Assessment
Experience in building and maintaining relationships with internal and external stakeholders.	Application/Interview
A proven track record of influencing and stakeholder management at a senior level.	Application
Ability to present complex information to a range of audiences.	Interview
Excellent written, oral, and interpersonal skills needed to produce high quality written communications.	Application
Experience of working collaboratively with teams to deliver against collective outcomes and ambitions.	Application/Interview
Able to use initiative, prioritise and work with minimum supervision. Flexible and agile in a rapidly changing environment. Able to work under pressure and meet multiple deadlines at the same time.	Application/Interview
Ability to forge meaningful relationships and influence the approach of others.	Application/Interview
Self-motivated, well organised, and experience of working to deadlines.	Application/Interview
Passionate about driving positive change for communities.	Application/Interview
Desirable:	
Experience in a similar role.	Application
Experience working in the VCSE and/or Health and Social Care services.	Application
Project management qualification, such as PRINCE2.	Application
Knowledge	
A good understanding of the challenges and opportunities for the VCSE Sector in the current environment.	Application / interview
A good understanding of health and care systems and the current challenges they face.	Application / interview
Values	
Commitment to diversity and inclusion.	Interview
Commitment to working sustainably.	Interview
Demonstrates honesty, openness and respect for everyone.	Interview



If you would like to know more about this exciting opportunity or if you have any questions - please contact Nick Rogers, Operations Director in confidence on email: nick@thevcsalliance.org.uk
Opportunities with The VCS Alliance and External Partners - The VCS Alliance

Closing date: Sunday 14th July at 11.59pm Interviews will take place week commencing 22nd & 29th July 2024.
For further information about how to apply visit www.thevcsalliance.org.uk