

VCSE Representative Role description

Overall purpose of the role

To represent the Gloucestershire Voluntary, Community and Social Enterprise (VCSE) sector in Integrated Locality Partnerships, Partnership Boards and Clinical Programme Groups across the Integrated Care System (ICS).

To develop relationships between public sector organisations and the VCSE sector to support effective communication, partnership working and cross-sector alignment of goals.

Key relationships

VCSE organisations
VCSE Strategic Partnership
Gloucestershire VCS Alliance
ICS members

Responsibilities

- Representing the VCSE sector at meetings with the ICS; accurately representing the views of members of the VCSE sector.
- Being a credible voice for the VCSE sector, promoting the sector as a whole.
- Creating a reference group if one is not already in place. Building group membership. Seeking the views of reference group members in order to inform input at meetings. Providing feedback following meetings.
- Routing key issues to the VCSE Strategic Partnership.
- Contributing to strategic plans to deliver better health and social care outcomes.
- Facilitating communication between public sector organisations and the VCSE sector.
- Promoting the role of the VCSE sector as a partner in service design and delivery.

All representatives are responsible for ensuring they work within the principles, values and commitments laid out in the Memorandum of Understanding agreed by the VCSE sector and One Gloucestershire ICS.

Key tasks

- Preparation for meetings and groups, for example, reading papers prior to a meeting, gathering contributions, views and feedback from the VCSE sector and facilitating reference group meetings.
- Contributing to meetings with the ICS; being transparent about 'reach', such as the number of organisations that have had a realistic opportunity to engage and the number that have actually contributed their views.
- Feeding information from ICS meetings back to a VCSE reference group, others who have contributed on a particular topic and Gloucestershire VCSE Alliance Head of Operations; providing a brief report to support this.
- Completing and following up on any actions from meetings.
- Maintaining impartiality when representing the VCSE sector; this means not advantaging your own organisation, group or interest at the expense of other VCSE organisations.

- Participating in VCSE sector learning and engagement events.

Time commitment

The estimated time commitment for this role is 3-4 hours per month.

Knowledge, skills and experience

Expressions of interest in a representative role will be scored by members of the VCSE Strategic Partnership against the first 4 criteria in the shaded boxes below. Therefore, please focus your supporting statement on these criteria.

Awareness of and ability to represent a range of VCSE organisations, including those for seldom heard groups.	Essential
An understanding of, and experience of working in, the VCSE sector in the context of improving health and wellbeing outcomes.	Essential
For Integrated Locality Partnership (ILP) representatives only: Currently working in the geographical area of the ILP using approaches that focus on people's strengths, abilities and potential.	Desirable
For Clinical Programme Group (CPG) representatives only: Knowledge and experience of the subject area.	Essential
A willingness to set aside organisational and personal interests to represent the interests of the VCSE sector as a whole.	Essential
Ability to understand and articulate other people's perspectives.	Essential
Ability to communicate with tact and sensitivity.	Essential
Willingness to work collaboratively both across the VCSE sector and with representatives of public sector organisations.	Essential
Awareness of the local and national strategic context of health and social care from a VCSE perspective.	Desirable

Review: July 2025