

# Voluntary Sector Representation – Role Description

## Context:

The voluntary and community movement in Cambridgeshire consists of a myriad number of small organisations, some of whom have little voice or influence.

As public funding declines, the voluntary sector is being asked to deliver more services in an efficient and effective manner. The voluntary sector is also being asked to contribute to the co-design of services, in conjunction with statutory partners such as the district and county councils.

In order to do this the sector requires a greater voice and needs to exert more influence on funders, statutory partners and external stakeholders.

Being a voluntary sector representative is about representing the entire voluntary and community movement across Cambridgeshire as *distinct from representing your own organisation*.

You will be required to attend designated stakeholder meetings, although the nature and type will be discussed with you and will require your input.

In order to represent the sector, you are required to attend the 'How to be a voluntary sector representative' training course which is provided free of charge by Support Cambridgeshire. You will also need to read and understand the voluntary sector representation code of conduct.

## Relevant experience:

- You will have a good understanding of the voluntary and community sector in Cambridgeshire.
- You must be confident and able to articulate the challenges faced by the voluntary sector in Cambridgeshire.
- You will need to be able to contribute to strategic development and have an awareness of public policy both at a local and national level *where appropriate*.

- You must have some experience of a meeting environment.
- You must have experience of completing basic paperwork electronically.
- You must be computer literate.

## Commitment:

- Being a voluntary sector representative demands a level of enthusiasm and commitment. Most stakeholder meetings are held monthly, and so this role will take at least 6 hours of your time *including travelling, attendance and feedback*.

## Responsibilities:

- Advocating on behalf of the voluntary and community sector in Cambridgeshire.
- Ensuring other partners from the public and private sector are aware of the key issues and priorities for the voluntary and community sector across the county.
- Being accountable to the voluntary and community sector across Cambridgeshire.
- Promoting the expertise and the value of the sector in strategic development and in service provision.
- Ensuring timely feedback is undertaken.
- Identifying areas of challenge, or possible conflicts in development or service provision.

## Miscellaneous:

- It is envisaged that a forum of voluntary sector representatives will take place on a quarterly basis and facilitated through Support Cambridgeshire. All representatives will be expected to attend.
- Representatives can seek guidance or advice outside of these forums by contacting Support Cambridgeshire on 01480 420603 or by E-Mailing [info@supportcambridgeshire.org.uk](mailto:info@supportcambridgeshire.org.uk)