

Gloucester Partnership
Job Description for Voluntary / Community Sector Representatives

Purpose

To represent the views of the voluntary / community sector within the Gloucester Partnership.

Responsibilities

1. To regularly attend and play an active part in Gloucester Partnership Executive Meetings.
2. If appointed to any other committees by the Executive, to regularly attend meetings of that committee also.
3. To adhere to any guidelines or protocols detailed for the Gloucester Partnership
4. To consult with the Community and Voluntary sector, in particular those communities who have traditionally been excluded, in order to ascertain its views and priorities, and to represent its views, not just their own organisation or individual views on the Partnership. Consultation will be through the Gloucester Community and Voluntary Sector Forum and other mechanisms, with the support of GCVS.
5. To keep the Sector informed of the work of the Gloucester Partnership and to bring issues arising from the partnership and associated committees back to the Sector via the Gloucester Community and Voluntary Sector Forum.
6. To provide written feedback in the form of reports to the Gloucester Community and Voluntary Sector Forum. These will also be included in the LINK Newsletter.
7. to attend all meetings as required: three non-attendances in a row will end the term of office, unless extenuating circumstances, such as bereavement, are decided by a meeting of the Gloucester Community and Voluntary Sector Forum to be an acceptable reason.
8. To make available your contact details (name, address, telephone, email) so that voluntary / community groups can contact you.
9. If you are unable to continue as a representative, to inform GCVS as soon as possible.
10. To work within the principles of equal opportunities at all times

Support

GCVS will provide appropriate support to representatives, so they can develop their role effectively. Support – which will be negotiated with representatives – will include:

1. Administrative support.
2. Information, advice, and assistance with research as required
3. The distribution of information and reports from reps to the Sector, via LINK newsletter, other mailings and email.
4. The organisation of pre-meeting for elected representatives before each meeting of the Gloucester Partnership and other meetings as required.
5. The organisation of conferences and Forum meetings for consultations
6. Development support around roles, effectiveness, evaluation and learning.

Person Specification for Voluntary / Community Sector Representatives

1. To have a commitment to the Voluntary /community Sector and its values

Able to communicate effectively and objectively within meetings.

2. Willing to put forward the views of the wider voluntary / community sector, even where these differ from your own / those of your organisation.
3. Aware of current initiatives within the City of Gloucester.
4. Able to think strategically.
5. Strongly committed to the principles of Equal Opportunities
6. Have sufficient time to carry out responsibilities as outlined in the job description