

Gloucester City Council Grants Forum
Job Description for Voluntary / Community Sector Representatives

Purpose

To represent the views of the voluntary / community sector at meetings of the Gloucester City Council Grants Forum

Responsibilities

1. To regularly attend and play an active part in Grants Forum meetings.
2. To adhere to the Terms of Reference of the Grants Forum.
3. To consult with the Community and Voluntary sector, in order to ascertain its views and priorities, and to represent its views, not just their own organisation or individual views at the Grants Forum.
4. To keep the Sector informed of issues arising at the Grants Forum and to bring these issues back to the Sector via the Gloucester Community and Voluntary Sector Forum.
5. 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.
6. To make available your contact details (name, address, telephone, email) so that voluntary / community groups can contact you.
7. If you are unable to continue as a representative, to inform GCVS as soon as possible.
8. To work within the principles of equal opportunities at all times

Support

GCVS will offer the following practical support to enable you to play your role effectively and efficiently:

1. Administrative support, including organising pre-meetings.
2. The distribution of information and reports from reps to the Sector, via LINK newsletter, other mailings and email.
3. Development support around your role, effectiveness, evaluation and learning.

Person Specification for Voluntary / Community Sector Representatives

1. To have a commitment to the Voluntary / community sector and its values.
2. Able to communicate effectively and objectively within meetings.
3. Willing to put forward the views of the wider voluntary / community sector, even where these differ from your own / those of your organisation.
4. Aware of current initiatives within the City of Gloucester.
5. Strongly committed to the principles of Equal Opportunities
6. Have sufficient time to carry out responsibilities as outlined in the job description

22/12/2004