

A: Information about the Role of - Voluntary and Community Sector Representative for the One Nottingham Board

Do you want to sit alongside key decision-makers in Nottingham?

Can you connect Nottingham's strategic decision makers with local communities and voluntary organisations in the city?

Can you talk about the voluntary and community sector's role in making Nottingham a better city?

Have you got what it takes to be a voice for the voluntary and community sector?

We are recruiting a Voluntary and Community Sector Representative to join the One Nottingham Board, representing the general Voluntary and Community Sector (VCS).

This pack contains everything you need to know about becoming a VCS Representative for the One Nottingham Board in Nottingham.

We are also proposing to appoint up to 3 reserve representatives, who can act as substitutes, should the appointee not be able to attend meetings.

The One Nottingham Board is the strategic partnership for Nottingham. It is a voluntary partnership and is made up of private, public, faith and voluntary and community sector representatives. Its aim is to work together to champion Nottingham and improve the city through collaboration, and by taking a shared approach to tackling disadvantage and addressing the city's key priorities.

The application deadline for nominations is: 5pm on Monday 2 October 2023. An appointment process with shortlisting and interviews will then take place.

Your Roles and Responsibilities:

As a Voluntary and Community Sector Representative, you will be acting as a link between the work of the One Nottingham Board, the wider partnership, and the voluntary and community sector in the city.

Your role will be to use your knowledge and experience of the sector to inform the work and priorities of One Nottingham, speaking up for the influence and good the sector can have in changing Nottingham for the better.

You act as an advocate for the voluntary sector, and *advocate* on its behalf. This means you can speak up and give your perspective, based on your experiences in the sector and your knowledge of its challenges. You are not there to represent the sector, but to provide insight – representation would be a huge task!

You will attend regular One Nottingham meetings, keeping yourself informed about the issues of concern to the partnership and to VCS groups and networks. NCVS's e-bulletin is a great way to keep in touch with issues affecting the sector, and a good place to start. NCVS are also happy to talk to representatives in the lead up to meetings about the agenda and priorities, and can help inform representatives about important issues prior to meetings. You may also want to join some of the various VCS networks in the city if appropriate, to help feed in wider views and gain a wider perspective of issues in the city.

Your Role:

Being a Voice

- Rather than speaking only for your own VCS group or organisation, considering the wider voluntary and community sector's perspective to the partnership and ensuring the sector's voice is heard.

- Feeding back to VCS groups, networks and communities through established communication channels through the VCS and NCVS. You must also be ready to raise any issues or concerns brought to your attention by VCS organisations which are of strategic relevance to the sector and to One Nottingham.

Influencing Decisions

- Acting as a critical friend and challenging, supporting and contributing to the partnership's priorities and projects and to strategic policy consultations in the city.

- Using your knowledge, perspective, connections and experience of the sector to influence the thinking of people who make decisions.

Building the Partnership

- VCS Representatives should support the wider development of the One Nottingham partnership, its arrangements and overall quality of work, helping to direct resources to greatest effect.

Promoting the Sector

- Ensuring partners are aware of the contribution, scale and skill-set of the VCS, the positive and significant impact it has in the city and its potential for future work.
- Bringing knowledge of voluntary and community groups and what they have to offer and an awareness of current issues, based on your own knowledge, experience and relationships with the sector.

Your Responsibilities:

- Feeding back relevant information from meetings to voluntary sector groups and networks via communication channels at NCVS and through other relevant networks.
- Identifying strategic issues and priorities for the VCS and feeding in VCS views into other strategies, policies and consultations that are being discussed.
- Standing up for the sector whilst maintaining good relationships with other partners.
- Reading papers and analysing complex documents.
- Bringing a VCS voice to the table and influencing decisions and consultation responses.
- A commitment to attend One Nottingham board meetings and other relevant partnership events (this may be the appointed representative, or one of the substitutes).
- Ad hoc liaison with other VCS representatives or substitutes and other board members regarding meetings, issues arising and partnership priorities.
- Giving time.
- Being a point of contact for the VCS for One Nottingham.

Person Specification

This is a list of the skills and experience we think you'll need to be a VCS Representative. You should tell us how you meet these skills when filling out the application form.

- Involvement with the VCS within Nottingham city as a paid employee or volunteer (including board members and trustees).
- Good knowledge of broad VCS issues around the city, including current policies affecting the voluntary sector, and the strategic partnerships One Nottingham supports.

- A commitment to Nottingham and an understanding of current priorities, the challenges the city faces and local issues affecting citizens, VCS organisations, networks and groups in the city.
- A commitment to promoting the views of the VCS.
- A commitment to tackling disadvantage, promoting aspiration and equality of opportunity for all of Nottingham's people and through the work of the One Nottingham partnership.
- Experience of attending and participating in meetings.
- Good verbal and written communications skills, including listening.
- The ability to challenge and question in an objective and non-confrontational way.
- Experience of working in partnership with other VCS organisations and/or statutory bodies in the city.
- Time and support to take on the role, including the support of your employer, if relevant.
- Willingness to undergo training for self-development.

Purpose of the Role

- To represent the views and interests of Nottingham's Voluntary and Community sector on the One Nottingham Board.
- To work with the One Nottingham team, partnerships, board members and other representatives to make positive changes for Nottingham.

Note: This is a voluntary opportunity and unfortunately expenses cannot be reimbursed.

Support for the Role

- A pack of background information about One Nottingham, the current make-up of the board, past board papers and current priorities will be provided to successful applicants.
- Support from NCVS in going over the agenda prior to meetings, identifying issues, concerns and opportunities.
- Access to other VCS networks and communications, allowing you to identify broader issues in the sector and opportunities to challenge these.

Time Commitment

Board Membership is usually for a 3 year term of office, and board members will normally be expected to serve for a maximum of 3 terms.

Attendance and preparation for board meetings will require approximately 1 day every quarter. Attendance at other relevant partnership meetings may require up to an additional day per quarter. Most meetings will take place during office hours.

One Nottingham Board meetings currently take place every quarter in March, June, September and December, in partners buildings across the city. In addition, each year there are occasional other partnership and consultation events that the representatives will be expected to attend.

In addition to appointing a new VCS advocate for the One Nottingham board, we are also proposing to appoint up to 3 substitutes. It is therefore possible that the time commitment could be shared.

The current Chair of One Nottingham is Councillor David Mellen -

Leader of Nottingham City Council and Portfolio holder for One Nottingham

Lead Officer for the One Nottingham Board is Colin Parr -

Corporate Director for Communities, Environment and Residents Services, Nottingham City Council

Partnership Manager for One Nottingham is Lorel Manders

For further enquiries about the role of a VCS Representative on the One Nottingham Board please contact:

Lorel Manders, Partnership Manager, Email: general@onenottingham.org.uk

Or Jules Sebelin, Chief Executive Officer Nottingham Community and Voluntary Service, Email: jules@nottinghamcvs.co.uk

You could also speak to the previous VCS representative **Helen Voce**. For more information about One Nottingham, or to speak to Helen, please email general@onenottingham.org.uk

Included with this application pack are:

B: How to Apply and Nomination Form

C: Background paper - What is the one Nottingham Board?

D: List of current One Nottingham Board Members.