

**Voluntary Sector Engagement and Partnership Lead  
Southeast London ICP**

**Job Description**

<b>JOB TITLE</b>	Director of Voluntary Sector Engagement and Partnership (SE London Integrated Care Partnership)
<b>ORGANISATION</b>	Community Links Bromley
<b>REPORTING TO</b>	Host Board Relevant Chief Officer South-East London Voluntary and Community Sector Alliance Steering Group Bromley, Bexley, Lambeth, Lewisham, Greenwich, Southwark
<b>OTHER RELATIONSHIPS</b>	CVS Chief Executives ICS partners VSCE providers across S.E. London area
<b>EMPLOYING BODY</b>	Community Links Bromley
<b>LOCATION</b>	With regular travel across the sub region to ensure equal input in each area
<b>SALARY SCALE</b>	£51,958 to £54,130 pa (PO9 Scp48-50) Plus 5% Employers contribution
<b>CONTRACT TYPE</b>	Fixed term 3 years – secondment considered – The post will be subject to probationary reviews
<b>WORKING HOURS</b>	37 hours per week with occasional need to be flexible to work evenings and weekends
<b>RESPONSIBLE FOR</b>	
No current project staff but there may be line management responsibilities as the role of the VCSE within the ICS develops.	
<b>JOB PURPOSE</b>	
<p>This role will ensure that the Integrated Care System (ICS) engages effectively with the voluntary, community and social enterprise (VCSE) sector so that the health and social care system incorporates and engages with the voluntary sector in its cross-borough work at a south east London level.</p> <ul style="list-style-type: none"> <li>• The post holder will represent and provide voice and advocacy for the sector on the Integrated Care Partnership (ICP) and on cross borough work.</li> <li>• This role will be pivotal in ensuring that the wider VCSE reaches its potential as a key strategic influencer and delivery partner within the ICS.</li> <li>• The post holder will lead and co-ordinate VCSE engagement activity within emerging thematic cross-borough workstreams.</li> <li>• The post holder will coordinate the voice of VCSE and ensure that the voice of large and small organisations is heard at a SE London level when developing policy and services. This is broader than health and care provider organisations only, and will include advice networks, advocacy groups. The post holder will take an inclusive approach, with a particular focus on ensuring SME and BME organisations have a voice.</li> <li>• The engagement within the ICP aims to ensure that our local VCSE supports identification of local health and wellbeing priorities and plays a full part in decision-making.</li> </ul>	

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- Facilitate and chair the planned VSCE Alliance to operate effectively as the umbrella body for the six place-level VCSE Leadership Groups.

### **MAIN RESPONSIBILITIES**

- 1) Facilitate and chair the planned VSCE Alliance to operate effectively as the umbrella body for the six boroughs.
- 2) Provide a leadership role to ensure the voluntary and community sector is an equal partner in the ICP.
- 3) Develop excellent relationships with programme stakeholders, advocating for the VCSE, and encouraging the Partnership to consider new and innovative approaches to working closely with the VCSE to support the health and wellbeing needs of local communities.
- 4) Familiarise and understand all processes and procedures in relation to the ICS.
- 5) Provide a source of expertise and information with regard to ICS priorities, strategies and processes, including relevant briefings to the VCSE sector including the 6 Councils for Voluntary Service within the footprint
- 6) Support VCSE attendees of the ICP Partnership and those sitting on work streams and ensure and facilitate communication between all VCSE roles involved in ICP workstreams, setting up relevant infrastructure meetings as appropriate
- 7) Lead on the establishment and delivery of specific work streams as agreed with the wider VCSE sector.
- 8) Organise and facilitate engagement events with the VCSE sector including sessions with ICS colleagues from outside the sector
- 9) Present to Boards and workstreams and other relevant groups and meetings within the ICP. Provide data, information and insight from the VCSE sector to inform decision making, particularly SEL work on inequalities.
- 10) Work with key VCSE stakeholders and partners to develop the wider capacity of the VCSE to play a full role in the ICP, including work with partners and national bodies to identify additional opportunities and resources, including drafting bids if required.
- 11) Develop excellent robust partnerships with key stakeholders at all levels to ensure effective networks are created and maintained. Ensure stakeholders are kept informed of progress and consulting with them on queries in a prompt and professional manner.
- 12) Ensure changes within the ICS on behalf of the VCSE are in line with national policy and ensure that the programme maximises the use of national opportunities.
- 13) To perform and ensure the discharge of administrative duties relevant to the post, including maintaining accurate records on organisational data collection systems where appropriate.
- 14) Attending relevant events including webinars and other information sharing forums.
- 15) Develop a culture that promotes equality and values diversity.
- 16) The post holder must be aware of and committed to the Equality and Diversity and Safeguarding policies of (the host) and the employing organisation.

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**PERSON SPECIFICATION**

<b>ASSESSMENT CRITERIA</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Educated to Degree level or equivalent experience (must be able to demonstrate ability to have the capacity/experience to take on a senior management role).	✓	
<b>Experience</b>		
Experience at a senior level including experience of leading and managing change.	✓	
Substantial experience of system change delivery or project management of significant scale projects.	✓	
Able to demonstrate experience of applying project and programme management techniques at a senior level in a large complex environment	✓	
Experience of influencing policy and social change including contributing and advising on VCS policy.	✓	
A record of credibility with voluntary sector organisations and awareness of the local, regional and national drivers of the health and care agenda from a voluntary sector viewpoint.	✓	
<b>Knowledge</b>		
An understanding and knowledge of the workings of the NHS and social care , the challenges it faces and of the reform agenda, particularly primary and community services.	✓	
An understanding of, and experience working with, the voluntary, community, faith and social enterprise sector, ideally in the context of improving health and wellbeing outcomes.	✓	
<b>Skills</b>		
Ability to establish credibility with colleagues from across the delivery area, from front line staff to very senior stakeholders.	✓	
An innovative and pragmatic manager	✓	
Excellent facilitation skills.	✓	
Ability to explain, listen and influence in the face of resistance and financial restraint	✓	
Ability to interpret complex programme information and communicate effectively across multiple stakeholders, at a senior level, as well as communicating effectively in the public domain.	✓	
Ability to advocate on behalf of the Voluntary Sector in order to ensure that the breadth of voluntary, community, faith and social enterprise organisation is effectively represented.	✓	
Ability to work across and understand the geographically, economically and culturally diverse communities across the partnership.	✓	
Computer literate with an ability to use the required systems/office packages. Proficient user of Microsoft Office package (e.g. Word, Excel, PowerPoint) and online meeting platforms.	✓	
<b>Other</b>		
Travel- The willingness and ability to travel across the SE London ICS geography	✓	
Flexible Working- The willingness and ability to work flexibly, including evening and weekend meetings as required. Able to work from home with access to Wi-Fi when required to meet business needs.	✓	