**VCSE Assembly Co-ordinator**

**Job Description and Person Specification**

**Responsible to**: CEO of host organisation

**Salary**: SCP 29 - £28,706 per annum pro rata

**Hours of Work**: 37 hours on a 6-month fixed term contract. Secondment and job share are welcome.

**Other terms and conditions of employment:** Based on host organisation

**Location**: TBC

**Background**

The VSCE Assembly is an exciting opportunity for the VCSE (Voluntary, Community and Social Enterprise) to increase engagement with the wider public sector such as the NHS and Social Care. Improving health and care, public health and reducing health inequalities.

We are looking for a dynamic, self-motivated, innovative individual to join the team to bring together needs of the VCSE community across Devon and represent these to the VCSE Assembly. Ensuring everyone’s view and voice is captured, uplifted, and represented to the VCSE Assembly, no group or issue is too big or small.

**High Level Specification**

The VCSE Assembly Co-ordinator will;

* provide the infrastructure support necessary to support a fluid group of people and organisations across Devon, Plymouth & Torbay.
* ensure there are effective lines of communication between the VCSE sector and the Integrated Care Board (a Board comprised of NHS, Community and Social Care).
* fully engage, inform and influence strategic partnership discussions, co-designing of services, policy development, co-commissioning and joint leadership and decision making.
* receive direction from the VCSE Assembly Working Group and will be accountable to that group, via a nominated individual. Additional support will be provided by and TTVS (Taw and Torridge Voluntary Services) on the behalf of DeVA (Devon Voluntary Action).
* assist with the creation of an innovative environment for the development of specialist hubs, bringing together community – based insight, intelligence, innovation and lived experience on a broad range of community issues.
* build an accessible Assembly where partners/ communities can find out what is happening across local and regional partnerships.

**Role Specific Accountabilities**

* To develop and maintain effective relationships with senior officers, VCSE Assembly members and key stakeholders, and build strong cross-functional working relationships to ensure a joined-up engagement and collaborative operating model.
* Working with the VCSE representatives for the Integrated Care Partnership (ICP – One Devon) and the 5 Local Care Partnerships (LCP) – Eastern, Southern (including Torbay), Western, Northern and Plymouth and lead development of the VCSE Assembly through coordinating business and process design.
* Identify and coordinate a response to VCSE Assembly development requirements.
* Ensure timely communication on VCSE Assembly activities to all relevant partners. supporting the VCSE Assembly Communications Lead.

**Essential Experience and Competencies**

* Project Management (with experience of delivering large scale projects, partnership / consortium working and strong stakeholder management)
* Experience of:
  + Working, preferably in more than one of the following sectors - VCSE / NHS / local authority social care
  + Translating strategy into delivery
  + Budget management
* High standard of IT literacy & data management skills

**Additional Experience**

* LEAN / AGILE organisational development/project management.

**How to apply**

Please discuss and agree with your line manager and organisation in the first instance. Thencomplete the expression of interest form and send to the Chair of VCSE Assembly Working Group by COP on 30th September, email – [simone@ttvs.org.uk](mailto:simone@ttvs.org.uk).