

Information Pack - working for our VCSE Alliance

Bristol, North
Somerset & South
Gloucestershire VCSE
Alliance - hosted by



In this information pack you will find details of one of the posts - VCSE Alliance Director - in the new Bristol, North Somerset & South Gloucestershire VCSE Alliance Team, hosted by Voscur.



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Thank you for your interest in the VCSE Alliance Director role. This role will lead the collaboration between the regional health system and the Voluntary, Community, and Social Enterprise (VCSE) sector and we want to appoint the very best person for our ambitious team.

This is an important role in developing the new VCSE Alliance to work alongside the regional health system (Bristol, North Somerset & South Gloucestershire Integrated Care System (ICS)).

We are currently recruiting a new VCSE Alliance Team, made up of a VCSE Alliance Director, Partnership Development Officer and Project Support Co-ordinator. This team will be hosted by Voscur on behalf of the BNSSG VCSE Alliance.

Voscur, Voluntary Action North Somerset and South Glos CVS are support and development agencies for the VCSE sector in Bristol, North Somerset and South Gloucestershire, respectively. We support organisations in the West of England to increase their impact and help more local people and communities.

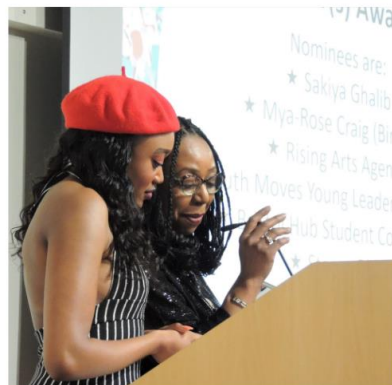
As the new VCSE Alliance Director you will lead the development of the VCSE Alliance - the Voluntary, Community, and Social Enterprise (VCSE) sector engagement across the regional health system (Healthier Together - the ICS for Bristol, North Somerset and South Gloucestershire). You will lead collaborations with many organisations and partners to ensure the wider VCSE sector reaches its potential as both a key strategic partner and as a delivery partner within the ICS that addresses high levels of health inequalities.

Equity and diversity are very important to our diverse VCSE sector and population. We are keen to increase the diversity of our team, and welcome applications from people whose communities are currently under-represented - particularly Black, Asian, and other Ethnic communities, people of faith and those that have experienced poverty. As part of our commitment to inclusion, all candidates from those communities that meet the essential criteria will be invited to interview.

We want to hear from you! Please read the information pack and get excited about joining our team. If you have any questions, please contact me on 07834 863100 or my colleague Mark Hubbard on 07535 105875 or 0117 909 9949 for a chat.

Best wishes,

Rebecca Mear, CEO



Background information: the BNSSG VCSE Alliance

Changing health system

Across England, the health system is changing into new Integrated Care Systems (ICS), which are partnerships of organisations that come together to plan and deliver joined up health and care services, and to improve the lives of people who live and work in their area. The purpose of ICSs is to bring partner organisations together to:

- improve outcomes in population health and healthcare
- tackle inequalities in outcomes, experience and access
- enhance productivity and value for money
- support broader social and economic development.

For more information on ICSs - <https://www.england.nhs.uk/integratedcare/what-is-integrated-care/>

The ICS for our region (Bristol, North Somerset and South Gloucestershire) is called Healthier Together - more information: <https://bnssghealthiertogether.org.uk/>

BNSSG VCSE Alliance

The VCSE sector plays a crucial role in the health and wellbeing of people and communities. The BNSSG VCSE Alliance is being established to enable diverse VCSE organisations to engage and participate in system-wide changes to health and care services. NHS England recommends that:

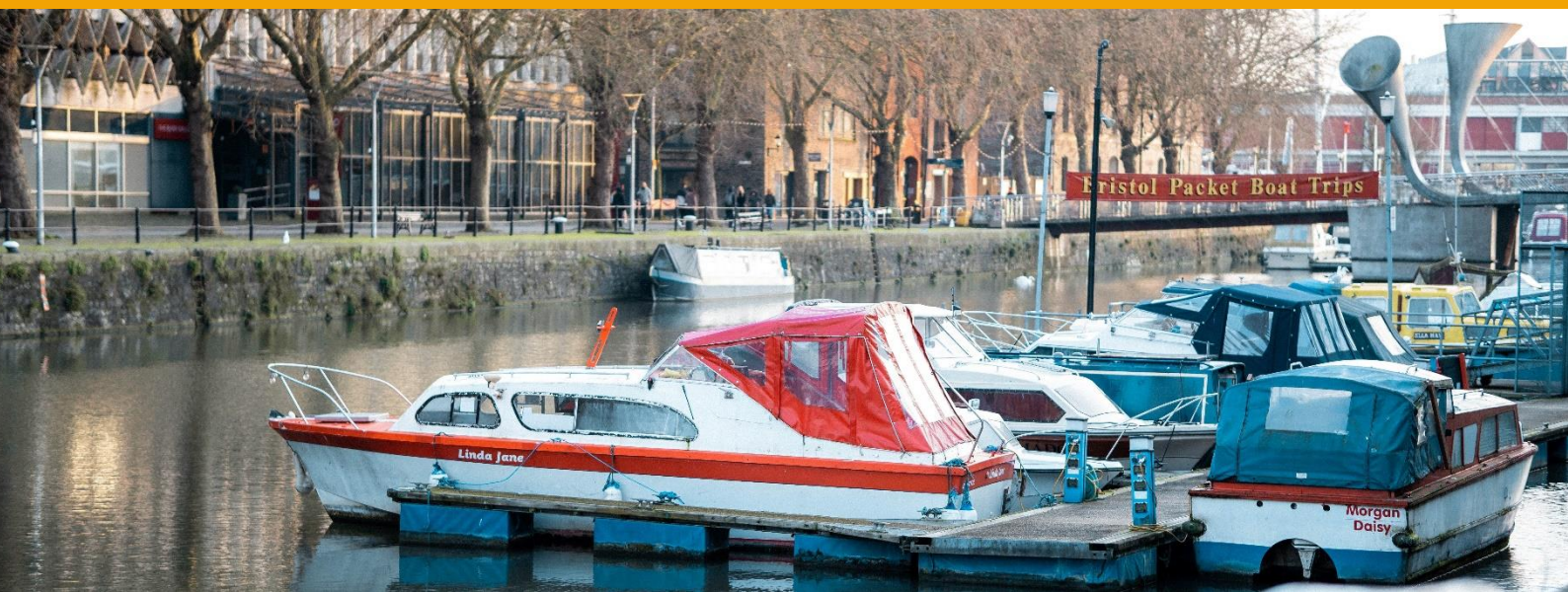
- The VCSE sector is a key strategic partner with an important contribution to make in shaping, improving and delivering services, and developing and implementing plans to tackle the wider determinants of health.
- VCSE partnership should be embedded in how the ICS operates, including through involvement in governance structures, in population health management and service redesign work, and in system workforce, leadership and organisational development plans.

The VCSE sector has a strong track record of collaborating to address challenges and create lasting impact for people and communities. We have recently established a new BNSSG VCSE Alliance Steering Group (interim) to guide the development of the new VCSE Alliance. The alliance represents our collective commitment to supporting the engagement of the complex, diverse VCSE sector, with the rapidly changing, complex ICS. This work will focus on system-level developments, as well as those in three local authority areas (Bristol, North Somerset & South Gloucestershire) and six localities. Our challenge is to align and enable a diverse and complex VCSE sector to engage with the changing ICS - so that the VCSE sector is an integral part of health system changes and its expertise over decades of community work continues to achieve impact and benefits for people and communities across BNSSG.

For more information on the VCSE Alliance: <https://www.voscur.org/vcse-alliance>

Benefits of working at Voscur (the Alliance Team is hosted by Voscur)

- **A diverse team** - our strength is in bringing together people with different opinions, personalities, talents, and backgrounds who work as an effective team to get results. Who we are changes over time, but collectively our aim is to increase our diversity in terms of age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation. Current and past Voscur staff come from all parts of the UK and a few from overseas. Most current team members live in Bristol and the surrounding area.
- **Central Bristol location** - based on the edge of Queen Square, the Voscur office is a ten-minute walk from Bristol Temple Meads, two minutes from the Bristol Ferry Boat stop at the Watershed, and has several bus stops nearby. There are bike racks and a Voi scooter station opposite the building, but we promise no-one wears Lycra in the office!



- **Supportive and welcoming atmosphere** - we invest time and resources into your learning, we support staff to take on new responsibilities, and we work to ensure our organisational culture is open, positive, and collaborative. We also make a point of celebrating everyone's birthday and other special events.
- **Workplace pension scheme** - as a team member at Voscur, you have access to the Auto Enrolment Pension Scheme. Voscur's employer contributions are currently 7% of salary, more than double the minimum employer contribution amount set by the Pensions Regulator.
- **Living Wage** - Voscur is a fully committed member of the Living Wage campaign.
- **25 days' annual leave (pro rata) and public holidays**
- **Cycle to Work scheme**
- **Generous contractual sick pay**
- **Flexible working arrangements**

Our Culture

- **Respect for all and empathetic leadership** - we believe it's important to be empathetic and respectful in our work with colleagues, clients, partners, and the public. We believe that taking the time to listen and consider the experiences and perspectives of others can lead to greater equity, increased innovation, better decision-making, and stronger relationships. We also expect every member of staff to follow our Equity, Diversity and Inclusion policy, and to help us demonstrate our ongoing commitment to these in our work.
- **Collaboration** - every staff role at Voscur includes an element of working with other people, inside and outside the organisation. Some of these are one-off projects, such as pieces of commissioned work with healthcare providers, or recurring projects, such as our AGM and annual Social Impact Awards, known as "The Voscur". We also help with coordination and collaboration across and between sectors, our members, and other stakeholders.
- **Lifelong learning** - as part of professional development at Voscur, we encourage staff to attend courses, workshops, or other learning activities that contribute to improving the skills and knowledge needed for day-to-day work. Voscur also offers a range of [training sessions and events](#) for the VCSE sector that staff are welcome to attend. We don't expect you to "know it all", but it's good to be curious, keep an eye on what's going on locally and nationally, and ask questions when you don't know the answer to something.
- **Enthusiasm** - technical knowledge and experience are among the most obvious things we look for in Voscur staff, but enthusiasm is also important. Working at Voscur involves being interested in people, communities, and projects, and working in our team to make things better. And taking turns to make the cups of tea to fuel that idea tank!
- **Work-life balance** - just like the employees we support, Voscur employees have a life outside the office. We also recognise that workplace wellbeing and productivity are improved when staff are happy, supported, motivated, and well-rested. Many of our staff work part-time hours, and for those times when you need to spend extra hours on a project, we operate a Time Off In Lieu system.



Job Description

Job Title	VCSE Alliance Director
Job Purpose	<p>To lead the development of the VCSE Alliance - the Voluntary, Community, and Social Enterprise (VCSE) sector engagement across the regional health system (Healthier Together - the Integrated Care System (ICS) for Bristol, North Somerset and South Gloucestershire.</p> <p>Working with existing VCSE Infrastructure and VCSE Lead Locality Organisations, this role will ensure the wider VCSE sector reaches its potential as both a key strategic partner and as a delivery partner within the ICS. It will build on existing engagement channels and strategic spaces (e.g. leadership forums and networks) and ensure the inclusion of organisations that serve communities that experience high levels of health inequalities.</p>
Reporting to	BNSSG VCSE Alliance Steering Group (interim) - strategic Voscur's governance and [line manager tbc] - financial and operational.
Posts Line Managed	Partnership Development Officer; Project Support Co-ordinator.
Projects, Contracts, and Budgets	VCSE Alliance development ICS-Voscur agreement and budget.
Relationships	ICS Leadership Team; Integrated Care Partnership Board; Integrated Care Board; VCSE Infrastructure organisations; VCSE Lead Locality Organisations; South West Commissioning Support Unit; Social Prescribing Network; Public Health; Sirona care and health.
Income Generation	Shared responsibility to contribute to opportunities to generate income for the VCSE Alliance.
Salary	£48,000 per annum (£38,400 pro-rata), plus 7% employer pension contribution.
Hours	30 hours per week - flexible to include occasional evenings and weekends.
Contract	Fixed term contract for 12 months, with potential for extension.
Location	<p>This post is based at the Voscur office (Royal Oak House, Royal Oak Avenue, Bristol, BS1 4GB) and will involve travel throughout Bristol, North Somerset and South Gloucestershire.</p> <p>Voscur operates a Hybrid working policy under which employees can work from other locations in addition to the Voscur office.</p>

Principal Duties

1. Strategic leadership

- 1.1. Lead and drive strategic business change to transform local health and care provision, integrating the diverse VCSE sector.
- 1.2. Provide a leadership role to ensure that the VCSE sector is an equal partner in the ICS.
- 1.3. Ensure that inclusive, transparent and effective process are established to deploy diverse VCSE leaders from the VCSE Alliance across the ICS at all levels.
- 1.4. Use a range of influencing, campaigning and collaborating techniques to overcome resistance to strategic, operational and financial change and to enable stakeholders to participate and champion the case for change.
- 1.5. Advocate for the VCSE sector, encouraging ICS partners to consider new and innovative approaches to working closely with the VCSE sector to address the health and wellbeing needs of local, diverse communities.
- 1.6. Gathering and analysing the best possible information and insights to further shape and develop the VCSE Alliance as it evolves.
- 1.7. Act as an integral part of the Voscur Management Team; working with other leaders and managers of people, projects, partnerships and services to ensure the best possible organisational culture, staff experience, reputation and mission delivery.

2. Partnership and relationship management

- 2.1. Ensure the working culture of the VCSE Alliance is collaborative, inclusive, reflective, constructive and matches the Alliance's intentions.
- 2.2. Develop excellent relationships with ICS and VCSE sector stakeholders.
- 2.3. Develop robust partnerships between key stakeholders at all levels to ensure effective networks, communication and collaboration are created and maintained.

3. VCSE sector engagement

- 3.1. Working collaboratively with diverse stakeholders, ensure the creation, development and maintenance of the inclusive BNSSG VCSE Alliance that is effective at system, place and locality levels.
- 3.2. Ensure that diverse VCSE organisations that serve communities of interest and practice are included and enabled in the VCSE Alliance.
- 3.3. Ensure that VCSE sector engagement in the VCSE Alliance and ICS is appropriately remunerated and valued.
- 3.4. Ensure the development and maintenance of a single point of access for the VCSE Alliance so that relationships, expectations and communications with stakeholders are effectively managed.
- 3.5. Ensure that the governance (BNSSG VCSE Alliance Steering Group (interim) and BNSSG VCSE Leadership Board) of the VCSE Alliance is developed, supported and successful.
- 3.6. Ensure close links and collaboration with VCSE Lead Locality Organisations (Citizens' Advice North Somerset, For All Healthy Living Centre, Knowle West Health Park/BS3 Community, Southern Brooks Community Partnership, Southmead Development Trust, Wellspring Settlement).

- 3.7. Ensure close links and collaboration with existing VCSE Infrastructure organisations (South Gloucestershire CVS, Voluntary Action North Somerset and Voscur), and their services/programmes.

4. Programme management

- 4.1. Develop and manage the programme plan and risk register, monitoring, evaluation and reporting progress and exceptions to the VCSE Alliance Steering Group and Voscur's management and governance.
- 4.2. Ensure appropriate performance, impact and financial reporting processes are established with the VCSE Alliance Steering Group and Voscur's management and governance.
- 4.3. Work with Voscur's [line manager tbc] and Finance Director to ensure VCSE Alliance finances are effectively managed.
- 4.4. Develop standard approaches to the workstreams of the VCSE Alliance Steering Group and support group members to run effective workstreams (for example, developing and testing mechanisms for ICS funds to be invested in community organisations).
- 4.5. Work with others to identify, develop, and test-and-learn new and innovative initiatives to meet emerging needs.
- 4.6. Develop an evaluation framework and co-ordinate monitoring, evaluation, learning, and continuous improvement of the programme.
- 4.7. Ensure effective administrative support to the VCSE Alliance Steering Group and its workstreams.
- 4.8. Ensure close links and collaboration with ICS-related programmes (for example, NHS England's Embedding the VCSE sector into ICS's).
- 4.9. Work with the VCSE Alliance Steering Group and Voscur's management to contribute to programme reporting requirements.
- 4.10. Development of funding bids to secure income for the VCSE Alliance.

5. Communication

- 5.1. Develop and implement an effective communication strategy to ensure the VCSE Alliance, its activities and impact are shared and promoted.
- 5.2. Deliver communications, including presentations or talks, on behalf of the VCSE Alliance to promote it and further develop its profile.
- 5.3. Ensure that stakeholders are consulted, included and informed about VCSE Alliance and ICS developments.
- 5.4. Ensure that the VCSE Alliance Steering Group has access to documents and internal communication is enabled.
- 5.5. Collate and share reflection and learning from the programme.

6. HR responsibilities

- 6.1. Ensure that team members are enabled to effectively deliver relevant programmes and services.
- 6.2. Line manage the Partnership Development Officer and Project Support Co-ordinator, including recruitment, induction, support and supervision, setting and

monitoring performance objectives, training and development and annual appraisals.

- 6.3.** Maintain HR records (supervision, appraisal, sickness, annual leave) for directly managed staff on BreatheHR.
- 6.4.** Active participation in management practice learning and development with other managers in organisation.

7. General (expected of all employees)

- 7.1.** Actively contribute to a positive working environment, one in which everyone can reach their full potential.
- 7.2.** Keep informed of relevant legislation, policy, and good practice developments.
- 7.3.** Contribute to other Voscur projects from time to time.
- 7.4.** Carry out duties in compliance with Voscur's policies.
- 7.5.** Keep up-to-date records and contribute to Voscur's information services.
- 7.6.** Participate in staff meetings, supervision, appraisals, and training as agreed with the line manager.
- 7.7.** Contribute to agreed monitoring and evaluation of work / projects and contribute to regular and annual reports.
- 7.8.** Work in accordance with current legislation.
- 7.9.** Be responsible for own safety and not endanger that of colleagues / visitors in the workplace.
- 7.10.** Undertake occasional out of hours work, as directed by the CEO / line manager.
- 7.11.** Undertake other reasonable duties commensurate with the grading for the post.

Person Specification

Skills and Attributes	Essential	Desirable
Excellent interpersonal skills including the ability to communicate effectively with people from a wide range of backgrounds and roles, with an understanding of political and cultural sensitivity.	✓	
Ability to report and present complex information in an accessible and people-focused, friendly way to those who may not have expertise or familiarity.	✓	
Excellent self-motivation and the ability to self-start and use initiative.	✓	
Relationship-building skills and the ability to work effectively with partners across different sectors.	✓	
Ability to influence and shape policy and social change, and translate policy and strategy into practice and deliverable outcomes.	✓	
Ability to build consensus, persuade and negotiate with tact and diplomacy, for positive change.	✓	
Ability to use appropriate project and programme management tools, skills, and techniques to ensure successful outcomes.	✓	
Ability to work across and directly influence different organisational/working cultures.	✓	
Excellent written English and the ability to communicate in plain language to a range of audiences.	✓	
Strong organisational and time management skills, with the ability to prioritise tasks and deliver / produce work under pressure and to deadlines.	✓	
Demonstrable capability to act upon incomplete/ambiguous information, using experience to make inferences and decisions.	✓	
Knowledge	Essential	Desirable
The social, political, and economic context in which the local VCSE sector operates and the current challenges and opportunities for organisations.	✓	
Integrated Care Systems and their development.		✓
Clear understanding of the role and potential role of diverse VCSE organisations within the health and social care systems.	✓	
Clear understanding of local and regional VCSE structures and organisations.		✓
The context of improving wellbeing and health outcomes and the local, regional and national drivers of the health and care system changes.		✓
Awareness of opportunities to generate and/or attract investment and funding to the VCSE Alliance and the sector.		✓

Experience	Essential	Desirable
Significant experience of leading, managing, and empowering people and partnerships to deliver change, high quality performance and continuous improvement.	✓	
Informing, developing and implementing NHS, local authority and/or VCSE sector strategies.	✓	
Operating successfully in a complex and politically sensitive environment.	✓	
Equalities and inclusion principles and how these can be practically applied and address barriers to inclusion.	✓	
Demonstrable experience in the VCSE sector.	✓	
Significant experience of project and/or programme management, including governance, impact/performance, financial and risk management.	✓	
Qualifications	Essential	Desirable
Project Management qualification (for example, Qualified Managing Successful Projects, Prince 2) or a management qualification.		✓
Educated to degree level or equivalent experience of senior management.		✓

Recruitment policy and how to apply

Voscur is an Equal Opportunities employer, and we actively encourage applications from all backgrounds and communities.

Equity and diversity are very important to our diverse VCSE sector and population. We are keen to increase the diversity of our team, and welcome applications from people whose communities are currently under-represented – particularly Black, Asian, and other Ethnic communities, people of faith and those that have experienced poverty. As part of our commitment to inclusion, all candidates from those communities that meet the essential criteria will be invited to interview.

We recommend that you read the job description and person specification thoroughly and use the application form to tell us how your experience, skills, and knowledge make you the ideal candidate.

We will make reasonable adjustments to the recruitment process if you have a disability or long-term health condition, or if you need something different or additional as part of the recruitment process. Please do let us know in the application form.

How to apply

Download the forms from the Voscur website: <https://www.voscur.org/jobs/104840>

Please complete and send the following forms to personnel@voscur.org:

- Application form (note that we do not look at CVs)
- Diversity form

The recruitment panel will review your anonymised application form; the remainder of the details collected will be used for the appointment of the successful candidate and to ensure our recruitment process is accessible.

If you have any questions, we want to hear from you. Please contact Rebecca Mear, Chief Executive Officer, on 07834 863100, or Mark Hubbard, Development Director, on 07535 105875 for an informal discussion.

Deadline for applications: Midday, Monday 17th July 2023.

Interviews: We expect to hold in-person interviews in the week commencing 31st July 2023.