

**JOB DESCRIPTION FOR REPRESENTATIVE OF
BOURNEMOUTH VOLUNTARY & COMMUNITY SECTOR
REPRESENTATIVE AT MULTI AGENCY PLANNING MEETINGS/FORUMS
ETC**

JOB PURPOSE:

To attend meetings as a representative of the voluntary and community sector (VCS) in Bournemouth. To consult with the VCS and represent/promote their views at meetings and provide feedback to the wider sector.

ACCOUNTABILITY:

Accountable to the Bournemouth Voluntary Sector Forum

MAIN TASKS:

1. Prepare for meetings; read documents in advance, share and consult with other appropriate VCS, keep up to date with local and national developments.
2. Consult with VCS; attend the Voluntary Sector Forum, gather views through meetings, CVS newsletter and other communication mediums, contact individual agencies as necessary.
3. Attend Meetings; ensure the views of the VCS are shared at meetings, acting at all times with impartiality (it is important that the views put forward are those of the VCS, not a particular organisation/individual unless relevant and recorded as such), record issues discussed and write up. Maintain confidentiality and store information securely.
4. Report back to the VCS; attend meetings of the Voluntary Sector Forum, liaise with BCVS, provide feedback and provide written information.

PERSON SPECIFICATION:

Attributes	Essential (E) or Desirable (D)
A comment to promoting/championing the VCS	E
A commitment to understanding of equal opportunities	E
Experience of attending meetings	E
Good communication skills: listening, verbal and written	E
Able to take an objective, impartial stance and share the VCS views at all levels	E
Knowledge of the subject matter and willingness to learn	E
Time and support to take on role	E
Experience of partnership work	D
Motivation to influence planning/developments to support the process of improving services in the Borough	E
Ability to challenge in an objective and non-confrontational way	E

