



## **Sussex Health and Care Partnership (SHCP) VCSE Strategic Lead**

### **Job Description**

Job Title:	Integrated Care System VCSE Strategic Lead
Salary:	£45,753 pro rata Part time (0.6 WTE) post (NHS A4C Band 8 Equivalent)
Responsible to:	CEO Community Works & SHCP Associate Director of Public Involvement and Community Partnerships
Hours of Work:	22.5 hours per week (may involve some evening or weekend working)
Place of Work:	Remote working with requirements for travel across Sussex
Annual Leave entitlement:	28 days per year
Pension:	5%
Contract:	Fixed term 1 year
Notice period:	3 Months

### **Summary of Main Duties and Responsibilities**

This is a key strategic role for both the VCSE across Sussex and the SHCP and recognises the importance of the VCSE as a partner in the development of SHCP and at Place (West Sussex, East Sussex and Brighton & Hove).

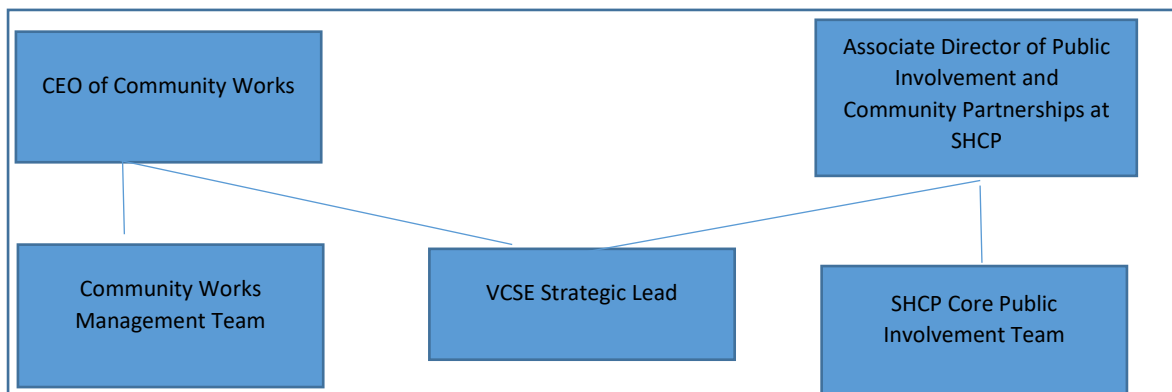
The role will work at a strategic level across the SHCP in order to develop and maintain effective structures and approaches to embedding VCSE leadership. The role will support the link between VCSE leadership at system and Place level, ensuring that there are effective channels of communication, and sharing of learning and good practice.

The role will be key in the development of a VCSE Alliance at system level, and of ensuring that the VCSE representative on the SHCP Partnership is supported and provides an effective link between the Partnership, the system VCSE Alliance and Place based VCSE forums.

In addition, the role will support the ongoing integration of VCSE in programmes, projects and work streams, ensuring a consistent and effective approach, and carrying out continuous evaluation of, and improvement to, processes.

The SHCP mental health programme has already developed similar roles and opportunities which are currently in the process of developing and moving forward. Because of this it is envisaged that this role will not play an active role within the MH programme but will work closely in partnership with these equivalent roles within the MH programme to avoid duplication, share learning and work collaboratively as far as possible.

## Structure Chart



## Main Duties

- Support the development of a systematic approach to embedding VCSE leadership in key strategic forums at system (SHCP) and Place
- Support the development of a systematic and effective way to embed VCSE leadership within SHCP programmes and workstreams
- Develop and maintain a VCSE Alliance for SHCP that feeds into the ICS Partnership, draws from VCSE involvement in SHCP programmes and workstreams, and links to Place based decision-making structures and networks.
- Ensure developments are communicated effectively across the Sussex VCSE through new and/or existing methods and forums
- Support the VCSE representative that will sit on the new SHCP Partnership, ensuring that they are able to carry out this function effectively
- Lead on developing dissemination of the learning from the partnership across the VCSE networks.
- Lead on the development of a collaborative framework for VCSE and Health and Care System working
- Develop a framework for evaluation of VCSE Leadership at system and Place level.
- Provide updates and reports on VCSE leadership at system and Place level as required, including delivering presentations at key meetings and forums.
- Develop relationships with similar roles both within the SHCP Mental Health Programme and working in different ICSs nationally, sharing learning and potential for future developments.
- Build and maintain strong working relationships with relevant colleagues within national VCSE structures, in particular with NHSE/I, NAVCA, NCVO – to ensure that local and national messaging is aligned, that learning is shared with the network, for peer support and to inform future models of working wider across the VCSE networks
- Horizon-scan for opportunities across Sussex and nationally to secure funding to flow into Sussex.
- Ensure that learning from VCSE locally, nationally and from the NHSE VCSE Leadership programme is captured and shared appropriately across partnerships and sectors.
- Support VCSE organisations to develop and promote their models to manage continued collaborative work
- Support the development of a legacy plan.

## **General Responsibilities**

- To maintain a professional and confidential approach to work at all times.
- To actively participate in regular supervision sessions, and team meetings as requested.
- To be willing to attend appropriate training courses and other development opportunities as agreed with your manager.
- To have awareness and compliance to [Employing organisation] policies and procedures, including Health and Safety.
- To create positive relationships and to treat all staff, volunteers and members of the public with dignity and respect, adhering to partnerships' core aims and values, and adhering to equal opportunities and diversity statements and policies.
- To work outside of normal office hours if required to do so to meet the needs of the service.
- To carry out other relevant duties as requested by the Steering Group and employing organisation
- To uphold the values of both working in the VCSE and those of the Health Sector

This job description may be subject to joint review from time to time between the post-holder and Community Works, and as such is liable to amendment.

## **PERSON SPECIFICATION**

### **ALL ESSENTIAL UNLESS STATED**

#### **Knowledge and Experience**

- Experience of working in, or closely with, VCSE organisations
- Experience of working and influencing at a strategic level
- Experience of developing and leading partnerships, particularly in voluntary and community sector.
- Experience of managing complex partnership projects, with demonstrable outputs/outcomes.
- Experience of working or networking with Health and Social Care Commissioners.
- Experience of developing and implementing strategic plans.
- Experience of working alongside local communities and people from marginalised communities, in order to influence and participate in project, programme and strategy development and delivery
- Experience of developing and delivering presentations to senior stakeholders
- Broad knowledge of the structure of, and proposed changes relating to, health and care services at a strategic level
- Knowledge of broad issues and challenges faced by the VCSE in general
- Knowledge of the impact of poor health on individuals and communities
- Knowledge of the geographical area of Sussex. (DESIRABLE)

#### **Skills and Personal Qualities**

- Ability to influence and negotiate at a senior level
- Strong organisational and time management skills.
- Strong project management skills.
- Excellent communication skills including the ability to write effective project proposals, reports and strategy
- Excellent skills in creating effective partnerships and networks
- The ability to work under pressure, prioritise and meet deadlines.

- The ability to work flexibly, and respond to changing priorities and timelines
- Ability to bring people, groups and organisations together and to work through conflict
- Ability to translate vision into strategy into practice.
- Appreciation of equal opportunities issues and a commitment to working within the framework of Community Works' equal opportunities and other policies.
- Excellent interpersonal skills and the ability to communicate effectively with managers and members of staff, volunteers, and people using our services.
- Willingness to develop skills and knowledge.