



**VONNE**  
voluntary organisations' network north east

# North East & North Cumbria VCSE Engagement Manager

## Candidate Pack

October 2021

## Contents

|                       |    |
|-----------------------|----|
| Welcome               | 03 |
| Job description       | 04 |
| Person specification  | 08 |
| Terms and conditions  | 10 |
| Recruitment timetable | 12 |

## Welcome!

I'm glad you're interested in becoming our North East & North Cumbria VCSE Engagement Manager. This is a fantastic opportunity for someone with strong organisational skills and adept at managing competing priorities to work in a small friendly team.

VONNE supports and promotes all charities, community groups and social enterprises in the North East. We have more than 1,200 members and further reach through our many networks. Our committed and passionate staff team of 14 has a range of experience. We've built a reputation for expertise and quality that has enabled our recent growth.

VONNE are the lead for the North East & North Cumbria VCSE Partnership Programme working in partnership with our Integrated Care System (ICS) to support greater engagement and involvement of the VCSE in our North East & North Cumbria ICS and health and care system.

The North East & North Cumbria VCSE Engagement Manager post is a newly created role. The successful applicant will support the VCSE Programme Director to maximise the impact of the voluntary and community sector as an equal partner in the NENC ICS, ensure the VCSE sector has a strong influential voice and visibility, contribute to the development of plans to improve health and well-being of the NENC population and support the building of capacity and sustainability of the VCSE as a key provider of health and care services and support across the health and care system.

If you'd like an informal chat about the role before applying, contact Angela Goodfellow on 0191 233 2000 or by emailing [recruitment@vonne.org.uk](mailto:recruitment@vonne.org.uk). The closing date for applications is noon on Friday 22<sup>nd</sup> October 2021, with interviews being held (virtually) on Monday 8<sup>th</sup> November. Please email your completed application and Equality & Diversity Monitoring form to [recruitment@vonne.org.uk](mailto:recruitment@vonne.org.uk).



Carol Botten, CEO

## Job description

|              |  |
|--------------|--|
| Job title    | North East & North Cumbria VCSE Engagement Manager |
| Hours worked | 29.6 hours (4 days) per week                       |
| Salary       | NJC scale points 26-28 £30,451-£32,234             |

### Background Information

We represent the VCSE sector as a strategic partner in health and care system-wide workstreams that form part of the North East and North Cumbria Integrated Care System (ICS), the country's largest ICS which serves around three million people.

ICS's bring together NHS providers, commissioners and local authorities to work in partnership with the VCSE sector in planning and commissioning health and care services at a strategic level. VONNE leads on VCSE sector representation within the North East and North Cumbria (NENC) ICS, via the VCSE Partnership Programme, working with Cumbria CVS.

The Programme consists of a Health and Wellbeing Network that is open to all, a Partnership Forum for strategic health and wellbeing VCSE leads, and topical sub-groups that work alongside ICS workstreams. The VCSE Partnership Programme enables VCSE organisations to engage and collaborate with health and care system structures at all levels and provides one point of contact for the ICS to engage with our sector.

### Job Purpose

To support the development of mechanisms for meaningful engagement, involvement and collaboration between VCSE organisations involved in health and wellbeing across the North East and North Cumbria and statutory health and care commissioners and providers in the planning, commissioning and delivery of health and care services and support, contributing to the collective aim which is to improve the health and wellbeing of our population.

This role includes supporting engagement of VCSE representatives within the planning and governance structures of the North East and North Cumbria Integrated Care System (ICS).

## **Hosted by**

The post is hosted by VONNE (the North East regional VCSE infrastructure organisation) as the lead partner organisation for the NENC VCSE Partnership Programme, working in partnership with Cumbria CVS.

## **Main Purpose of Job**

The Engagement Manager will contribute to:

- Maximising the impact of the voluntary and community sector as an equal partner in the NENC ICS.
- Ensuring the VCSE sector has a strong influential voice and visibility and is able to contribute to the development of plans to improve health and well-being of the NENC population.
- Supporting the building of capacity and sustainability of the VCSE as a key provider of health and care services and support across the health and care system.

This will be achieved by:

1. Contributing to development and delivery of a Communications Strategy to strengthen communications and engagement across the VCSE and wider stakeholders, proactively sharing information with key stakeholders and establishing good practice.
2. Working with the Team in developing excellent relationships with programme stakeholders, advocating for the VCSE, and encouraging the ICS to consider new and innovative approaches to working closely with the VCSE to support health and wellbeing needs of local communities.
3. Supporting the Programme goal of ensuring there is a strong VCSE voice across the breadth of the NENC ICS, its Boards and programmes, and representing the VCSE voice within key strategic forums where required.
4. Identifying and sharing best practice working with other VCSE Partnership Programme colleagues across the country, NHSE/I Voluntary Partnerships Team & NAVCA as part of their support offer to all Programme Cohorts.

## **Duties and Responsibilities**

1. To support the development and effective operation of a virtual North East & North Cumbria **VCSE Health & Wellbeing Network**, and a **VCSE Partnership Forum**, producing news updates and ensuring members are kept informed and engaged on relevant health and wellbeing issues.
2. To support the effective operation of the network and support network member and Forum meetings and events, including task and finish and sub group meetings.
3. To work with statutory and VCSE sector leaders to develop models for the effective involvement of the VCSE at ICS, ICP (Integrated Care Partnership) and place level and ensure linkage to existing networks.
4. To work collaboratively with the Health Partnerships Manager at Cumbria CVS and representatives within the Cumbria Action for Health Network to support reach across the ICS footprint.
5. To support the engagement and involvement of VCSE organisations representing specific communities of interest and those with specific conditions to engage in the planning of health and care services.
6. To work with the VCSE Partnership Programme Mental Health lead and partners to support effective involvement and representation of VCSE organisations in ICS level thematic priority workstreams, sub groups and clinical networks.
7. To represent and champion the VCSE within key strategic health and care planning forums.
8. To support work with ICS leads and health and care system leaders to actively engage with VCSE organisations by increasing their knowledge and understanding of the VCSE sector and brokering relationships.
9. To support the development and application of policies and procedures to ensure the fair and effective recruitment of VCSE representatives across the Programme.
10. To provide support and briefings for VCSE sector forums, bulletins and representatives to facilitate meaningful engagement in the ICS and its work.
11. To contribute to the production of reports as required and support Programme members and the VCSE Partnership Programme Team in the production of reports and to undertake relevant tasks.

12. To connect the VCSE into opportunities for the VCSE and health and care sector to collaborate and co-produce projects and secure funds together to improve health and wellbeing for local communities and provide a co-ordination and oversight role to project developments.
13. To work with VCSE key stakeholders and partners to develop the wider capacity of the VCSE sector, including work with partners and national bodies to identify additional opportunities and resources (human and financial) to increase and enhance the impact and participation of the VCSE across NENC.
14. To support the overall successful delivery of the Programme and the implementation and delivery of governance and reporting processes to provide programme assurance to all stakeholders - working with the VCSE Partnership Programme Director and partners, support provision of updates to VONNE Board and other key funders on a regular basis, with recommendations and support for action where necessary.
15. To present highly complex and sometimes contentious information on all aspects of delivery area in a clear, understandable, and audience-appropriate manner to senior management, board level groups and key internal and external stakeholders.
16. To line manage programme staff and provide direction for Partner organisation staff as required including nurturing a culture of mentorship and openness.
17. To perform and ensure the discharge of administrative duties relevant to the post including maintaining accurate records and ensuring compliance with obligations for GDPR and Information Security.
18. The postholder must be aware of and comply with the Equality and Diversity policy of VONNE as well as actively promoting equality and diversity issues relevant to the role.
19. To familiarise and understand all processes and procedures in relation to the Programme and VONNE.
20. To maintain a good level of understanding and information on VONNE and its services and to work closely with the Senior Management team to ensure staff are informed on Programme progress.
21. Such other duties at a comparable level of responsibility as determined by the Programme Director and VONNE.

## Person specification

We are seeking an individual with strong organisational skills who is adept at managing competing priorities and working under their own initiative, whilst having the ability to work well within a team environment.

### Essential

#### Skills, Experience and Knowledge

- Experience of working with and knowledge of the voluntary, community and social enterprise sector (VCSE).
- Able to communicate and build relationships at all levels with tact and sensitivity where needed.
- Experience of adapting communication style and content to meet the needs of the audience.
- Group facilitation skills.
- Ability to self-manage and organise workload.
- Community engagement/development/ patient and public involvement experience.
- Excellent written, verbal and digital communication skills including excellent presentation skills.

### Digital

- Be highly IT literate with experience of using appropriate technology including MS Office and social media.

### Personal Qualities

- Team player.
- Supportive of VONNE's commitment to implementing equal opportunities and promoting diversity.



### **Education and Training**

- Whilst a specific qualification is not required, you must have relevant and sustained work experience at this level.
- Committed to personal development.

### **Other**

- The role is a regional role and therefore requires the ability to travel across the North East and North Cumbria regions. Currently travel to meetings is minimal due to COVID restrictions significantly impacting on face to face meetings.
- Willingness to work flexibly.

### **Desirable**

- Experience of working across sectors and supporting collaboration in a health and care environment.
- Knowledge of health and care structures and NHS Planning.
- Knowledge of North East communities.

## Principle terms and conditions

|                |  |
|----------------|--|
| Job title      | North East & North Cumbria VCSE Engagement Manager   |
| Reporting to   | VCSE Programme Director and VONNE  |
| Accountable to | VONNE Chief Executive and Board of Trustees  |
| Salary         | This post is offered at NJC Points 26-28 (£30,451-£32,234). Standard of living increases will be awarded each year in line with local authority pay settlements. Following the probation period, salary scale increments will be awarded annually.   |
| Contract       | 12 month Fixed Term Contract (VONNE are working towards extending this period with funders).   |
| Hours          | 29.6 hours (4 days) per week. Usual working hours are Monday to Friday, 9am to 5pm. However, we operate a flexible system to allow for working patterns outside these hours to be accommodated, with agreement, according to need.   |
| Notice         | Notice to terminate employment is two months by either side (one week during the probationary period).   |
| Annual leave   | The full-time entitlement is 25 days plus Bank Holidays and the period between Christmas and New Year. Annual leave increases to 28 days with annual increments of one day for each full year of continuous service.   |
| Pension        | VONNE's pension provider is The People's Pension and VONNE is prepared to make an employer contribution to this or the post holder's personal pension scheme of five per cent of salary, provided the staff member makes at least the minimum contribution as per auto-enrolment.              |
| Location       | Flexible; homeworking or office based (Newcastle). VONNE's normal place of work is our office at 4 <sup>th</sup> Floor, MEA House, Ellison Place, Newcastle upon Tyne, NE1 8XS. The role will also require that you travel to other locations in the North East to attend meetings and events. |
| Expenses       | VONNE will pay for travel and subsistence if an employee is requested to travel as part of their role (outside of commuting to work).  |

## Health

VONNE staff are covered by the Simply Health Cash Plan scheme, through which employees can claim for visits to an optician, physiotherapist, chiropodist, emergency care from the dentist and more.

## Recruitment timetable

**Application deadline**                      **Friday 22<sup>nd</sup> October (Noon)**

**Invites to interview**                      **by Monday 1<sup>st</sup> November**

**Interview date**                              **Monday 8<sup>th</sup> November 2021**

Please note interviews will be held via Zoom.

We always try to contact all applicants following shortlisting. However, if you have not heard from us by Tuesday 2<sup>nd</sup> November, unfortunately your application has been unsuccessful.