

Job Description for paid representatives for NEL VCFSE Collaborative

Specific requirements for all representative roles

All applicants must be able to provide the ICB with knowledge and experience of VCFSE sector in north east London.

They will need to:

- Demonstrate commitment to working collaboratively and maintain excellent relationships with health and social care stakeholders ensuring networks are kept informed of the Collaborative's progress.
- Demonstrate the ability to understand financial and performance data, and challenge appropriately.
- Demonstrate problem-solving skills, be open to ideas and opportunities.
- Be an effective communicator – able to influence and persuade others.
- Be committed to working flexibly and within a fast-changing environment.
- Display the values of honesty and integrity and respect confidentiality.
- Display and ensure that the organisation values diversity and promotes equality.
- Demonstrate strategic influence of VCFSE at system level to better enable integrated working approaches between system leaders and sector partners

Core responsibilities for all representative roles:

- Must work in collaboration with the Partnership Development Director and feedback relevant information to the collaborative (via Executive Group), this includes information to be included in monthly highlights report.
- Must work towards strengthening collaboration between VCFSE organisations and health and social care partners to improve access to services and reduce inequalities in health outcomes
- Must promote equity and inclusion by driving efforts to address health disparities by supporting targeted outreach initiatives, particularly for underserved, vulnerable or 'seldom heard' populations.
- Is expected to work closely with relevant ICB directorates and ensure representation and influence on relevant steering committees and working groups and strategies, with regular feedback mechanisms.
- Must be prepared to make decisions to ensure effective outcomes in an efficient, fair, and cohesive way.
- Attendance at away days (minimum twice a year) and development sessions of ICP
- Participation in panel meetings, relevant delivery Boards and/or adhoc working groups/action planning/task groups will be required to meet business needs.
- Ensure effective and meaningful public participation occurs with VCFSE to ensure action and decisions taken are responsive and reflect local needs.
- Representatives will be required to collate relevant data for where there is a business need and for reporting purposes

Please note that as the NEL VCFSE Collaborative will developing a strategy in 2025, the responsibilities of each role may change to suit the needs of the collaborative.

Place-based representative job description

The applicant must demonstrate the commitment and ability to undertake the role description.

- Ability to work effectively at a place level while still maintaining a north east London wide perspective
- Each place based representative must represent views and needs of a wide range of VCFSE groups in their place
- Each place based representative is expected to foster collaboration and codevelop neighbourhood working approaches and share this learning with the representatives in the collaborative
- Each place representative is expected to represent the work of their retrospective place and ensure two-way flow of communication of the collaborative which will include:
 - Place based partnership meetings/agendas
 - Place based VCFSE forums (e.g. local health & wellbeing boards)
 - Place based VCFSE alliances or other relevant forums, committees and working groups where appropriate (e.g. mental health alliances)
 - Own member lists

Faith representative job description

The applicant must demonstrate the commitment and ability to undertake the role description.

The faith representative must:

- Ensure perspectives of diverse faith groups and communities are shared in VCFSE collaborative
- Create opportunities for interfaith dialogue and collaboration
- Work closely with other representatives on the collaborative and ensure faith and interfaith needs and views are represented
- The faith place representative is expected to ensure two-way flow of communication of the collaborative at relevant networks and forums which may include:
 - Interfaith forums place based partnership meetings/agendas
 - Other relevant forums, committees and working groups where appropriate (e.g. mental health alliances)
 - Various directorates across ICB

Long Term Condition (LTC) representative job description

The applicant must demonstrate the commitment and ability to undertake the role description.

Long term conditions (LTC) are a strategic priority for NHS North East London.

- The LTC representative must have the ability to demonstrate working towards NEL vision *'to support everyone living with a long-term condition in North East London to live a longer, healthier life and to work to prevent conditions occurring for other members of our community, and support communities to prevent LTC onset or progression'*
- Demonstrate in-depth understanding of the VCFSE sector, particularly organisations working to support people with LTCs and support these organisations to engage in codesign of LTC services, ensuring culturally sensitive and inclusive service models
- The LTC representative is expected to ensure two-way flow of communication of the collaborative at relevant networks and forums which may include:
 - Organisations working with people with LTCs
 - NEL Long Term Conditions steering group
 - Physical Activity based partnership meetings/agendas
 - Other relevant forums, committees and working groups where appropriate
 - Various directorates across ICB

Babies, Children and Young People (BCYP) representative job description

The applicant must demonstrate the commitment and ability to undertake the role description.

Babies, Children and Young People (BCYP) are a strategic priority for NHS north east London.

The BCYP representative is expected to ensure two-way flow of communication of the collaborative at relevant BCYP networks and forums across NEL.

The BCYP representative will work to:

- Advocate for BCYP needs by championing the voices and experiences of babies, children, young people, families, and carers within NEL, ensuring their needs and priorities are reflected in decision-making processes.
- Ensure the co-design of services and engage in the development of BCYP services by collaborating on co-design workshops with CYP and families, ensuring culturally sensitive and inclusive service models
- Support community-based early intervention initiatives that focus on early identification and prevention of health issues, such as mental health support, addressing childhood obesity, access to physical activity and oral health, supporting cross organisational working.
- Champion youth engagement and empowerment, and collaborate on work with young people to establish peer-led support networks and forums to amplify their voices within the system.
- Ensure VCFSE contribution in shaping programs that ensure smoother transitions for children and young people from paediatric to adult services, including those with complex needs.

Mental Health representative job description

The applicant must demonstrate the commitment and ability to undertake the role description.

Mental Health (MH) is a strategic priority for NHS north east London and includes Learning Disability and Autism.

The MH representative will work closely with the Mental Health, Learning Disability and Autism (MHLDA) Collaborative and ensuring VCFSE coproduce solutions to improve outcomes, quality, value and equity for people with, or at risk of, mental health problems and/or learning disability and autism in north east London.

The MH representative will work closely with the MHLDA Collaborative to support and ensure VCFSE contribution in the following key focus areas:

- Improving access to mental health services for children and young people
- Improving access to support for people with neurodevelopmental needs (e.g. autism and attention deficit hyperactivity disorder (ADHD))

The MH representative is expected to ensure two-way flow of communication of the collaborative at relevant networks and forums which may include:

- VCFSE organisations working with people with mental health, learning disabilities and autism.
- Mental Health, Learning Disability and Autism (MHLDA) Collaborative
- Place based mental health alliances
- Various directorates across ICB

Workforce and volunteers representative job description

The applicant must demonstrate the commitment and ability to undertake the role description.

Employment and workforce are a strategic priority for NHS north east London, whereby volunteers make an important contribution to the NHS and VCFSE workforce.

The workforce and volunteers representative will work towards evaluating and monitoring volunteer outputs through evaluation and data collections.

The workforce and volunteers representative will also focus on advocating and increasing volunteering opportunities as a key element of workforce development and work with NEL teams to explore apprenticeship opportunities

The workforce and volunteers representative is expected to ensure two-way flow of communication of the collaborative at relevant networks and forums which may include:

- Organisations focused on upskilling and developing local communities and VCFSE sector
- NEL training hub
- NEL workforce directorates
- Barts Health Volunteers programme
- Place based volunteers centres
- Various directorates across ICB