

Job Description

Chair of the Wiltshire Children and Families Voluntary Sector Forum

Salary: Honorarium of £3,000 per annum

Work Base: Home based

Introduction from the outgoing chair

A couple of years ago I was honoured to be elected as the Independent Chair of the Children and Families Voluntary Sector Forum. Forum members play a vital part in supporting children and families across Wiltshire and I have been so impressed with the enthusiasm and commitment of everyone concerned with the Forum.

During my time the Forum has been well attended by members at meetings and training events and has been supported throughout by a very efficient admin team and a group of executive members. Without their solid commitment it would not have been possible for the forum to exist in its current form.

One of the Forum's main objectives is to be the voice of the Voluntary Sector at the Wiltshire Council Families and Children's Transformation (FACT) Programme Board meetings where Children's services and provisions are shaped for the future. It has been a privilege for me to represent the Forum at these meetings and I believe that the influence of the Forum has played a vital part in the transformation of some of those services.

1. Background

The Wiltshire Children and Families Voluntary Sector Forum (CFVVSF) is a group which supports and represents over 50 voluntary sector organisations working with children and families throughout Wiltshire. This support takes place through bi-monthly meetings and newsletters, the CFVVSF website and representation on key decision making groups e.g. the FACT board and YOT advisory board.

The Forum also has an executive group of elected VCS representatives which supports the chair, aids in planning meetings and works with forum members to develop the ongoing role and direction of the Forum.

In addition to the executive group, CFVVSF has administration support provided by Wessex Community Action. The funding for this is made available through a service level agreement with Wiltshire Council, who liaise closely with the Forum.

The Forum is independent but the Council are key partners and their funding is a recognition of the contribution the VCS makes to Wiltshire. *“Wiltshire Council recognises the integral role that voluntary and community sector (VCS) organisations play in the health and well-being of children and families across Wiltshire. The independence and diversity of these organisations offers unique*

support in serving local communities. We want to support the continued strength of links between these organisations and further strengthen Wiltshire Council's partnership working with the sector, to ensure the co-ordinated planning and delivery of services across the county. " Wiltshire Council CFVSF service specification.

The full terms of reference for the Children and Families Voluntary Sector Forum can be found here - <https://www.cfvsf.org/wp-content/uploads/2019/11/CFVSF-terms-of-reference-updated-261119.pdf>

The Forum website can also be found here <https://www.cfvsf.org/>

2. Objectives of CFVSF

The contracted CFVSF objectives which the Chair will support are:

- To maintain and develop the membership of the Children and Families Voluntary Sector Forum, engaging pre-existing members and attracting new members.
- To ensure engagement at all levels of CFVSF membership and to ensure smaller organisations are provided with opportunities and feel empowered to be involved.
- To work across the membership of the CFVSF to offer regular meetings, networking events and relevant training relating to identified need within the VCS.
- To maintain and continue to improve the CFVSF website.
- To maintain and expand the CFVSF directory.
- To help raise the profile of the voluntary sector within Wiltshire Council.
- To work collaboratively with Wiltshire Council to foster links between the council and members of the CFVSF.
- To ensure Wiltshire Council is kept up-to-date with the landscape of the VCS within Wiltshire, the existence of VCS organisations, their work and the locations in which they operate. Largely these will be organisations working specifically for Children and Families but would also include those with a broader remit whose work will impact on children and families across Wiltshire.
- To facilitate the CFVSF to meaningfully participate in the Families and Children's Transformation Programme (multi-agency and Wiltshire wide), identifying relevant workstreams, staying up-to-date with progress and feeding back to members of the CFVSF on opportunities to input.
- To facilitate and support a relationship between the CFVSF and commissioning within Wiltshire Council.
- To achieve objectives and engage with members within the constraints of COVID-19 offering alternatives to face-to-face meetings and developing the offer for virtual engagement.

3. Person Specification & Chair Tasks

	Essential	Desirable
Knowledge and experience	<ul style="list-style-type: none"> • A minimum of 5 years' experience working within an organisation supporting children, young people and/or families. • Excellent understanding of the current issues affecting voluntary sector organisations and charities. • Experience of representing the needs of groups and organisations at multiagency meetings at a county or national level. 	<ul style="list-style-type: none"> • Specific understanding of the particular needs of voluntary groups in Wiltshire.
Professional skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills for a wide range of audiences • Able to foster, develop and maintain strong and effective partnerships and working relationships • Ability to engage publicly through a variety of media forms, including social media, website, radio interviews and press releases • Ability to plan, prioritise, organise and manage time effectively • Competent Microsoft Office software user 	
Personal Attributes	<ul style="list-style-type: none"> • Positive outlook with a 'can do' approach. • Strong time management skills and ability to prioritise. • Pro-active approach; using initiative. • Genuine passion for work of the voluntary sector and the role they can play in supporting groups and individuals in society • Strong commitment to and belief in equality and diversity • Commitment to ongoing learning and development. 	
Additional requirements	<ul style="list-style-type: none"> • The nature of the role may require travelling to various sites across the county and therefore access to a vehicle which is insured for business use would be helpful. 	

Task	Description
Executive meetings of CFVSF	<ul style="list-style-type: none"> • Six meetings per year • Responsibilities: Chairing executive meetings and prep (including reviewing agenda, actions, minutes)
CFVSF members' meetings	<ul style="list-style-type: none"> • Six per year • Responsibilities: Chairing forum and prep (including reviewing agenda, actions, minutes) • Sharing and updating key safeguarding and policy changes which would impact members.
Emails	<ul style="list-style-type: none"> • Responding to emails monitored and forwarded by CFVSF admin
FACT Board	<ul style="list-style-type: none"> • 12 meetings per year • Responsibilities: attending meeting and prep (including reviewing agenda, actions, minutes) and feeding back to the Forum
Forum Newsletters	<ul style="list-style-type: none"> • Providing items for newsletters