

Role Description for VCS Representative on Worcestershire Learning and Skills 14 – 19 Stakeholders Forum

Main Purpose of Role

The Representative will ensure that the views and issues of the Voluntary and Community Sector will be taken into account by the Learning and Skills 14 – 19 Stakeholders Forum. He/she will also ensure that there are effective communication links between the Forum and the sector.

Key Accountabilities

- Represent the views of voluntary and community groups working with young people to the Learning and Skills 14 – 19 Stakeholders Forum.
- Represent the interests and work on behalf of the VCS including disadvantaged groups and communities. This includes articulating divergent views where they exist.
- Consult with the sector via the networks and communication structures of WAVOCC and WCVYS
- Be bound by collective decision-making where the constituency has agreed a collective decision.
- Report back to the sector on a regular basis via the networks or communication structures of WAVOCC and WCVYS.
- Attend meetings regularly and other events as required or arrange for an agreed deputy to do so.
- Help to plan and co-ordinate the development and work of the Learning and Skills 14 – 19 Stakeholders Forum.
- Participate in conferences, seminars and training locally and, if appropriate, regionally or nationally.
- Continue to learn about the issues, plans and agencies which affect the work of the Learning and Skills 14 – 19 Stakeholders Forum.
- Represent the Learning and Skills 14 – 19 Stakeholders Forum locally and, if appropriate, at regional and national events
- Support and work to the policies (including Equal Opportunities), procedures and priorities of the Learning and Skills 14 – 19 Stakeholders Forum, even when these do not coincide with those of the representative's own organisation.
- Be bound by the collective decision-making of the Learning and Skills 14 – 19 Stakeholders Forum.
- Be prepared not to support the actions of the Learning and Skills 14 – 19 Stakeholders Forum or to vote against any proposal which is clearly against the interests of VCS groups and organisations.
- Declare any conflicts of interest and act with probity and integrity.
- Operate in a manner which promotes equality of opportunity, celebrates diversity and respect for all.

Person Specification for VCS Representative on Learning and Skills 14 – 19 Stakeholders Forum

QUALIFICATIONS/TRAINING:

Essential:

Desirable: Professional qualification in education, social care, health, police or youth work

EXPERIENCE/KNOWLEDGE:

Essential: Experience of work with children or young people in an educational setting

Understanding of the wider children and young people's VCS sector

Knowledge of strategic planning and development

Experience of working in multi-agency settings

Desirable: Experience in a managerial role in an organisation working with children and young people in an educational setting.

SKILLS AND ABILITIES:

Essential: Ability and freedom to act independently from employing organisation while acting as a representative on the Learning and Skills 14 – 19 Stakeholders Forum

Ability to analyse and understand complex information

Communication skills

Ability to act as an advocate for VCS causes, not just their own

Interest in actively linking with networks

Maintain confidentiality

Desirable:

ADDITIONAL FACTORS:

Essential: Ability to be released to attend the half-termly meetings of the Learning and Skills 14 – 19 Stakeholders Forum.

Desirable: