

Recruitment Pack

Job title	Surrey VCSE Alliance Administrator
Reports to	Independent Chair, Surrey VCSE Alliance Leadership Board
Salary	£23,000 to £27,000 per annum (Full Time Equivalent)
Hours	Up to 21 hours per week (£13,800 to £16,200 pro rata) / Hybrid working

About the Surrey VCSE Alliance

The Surrey VCSE (Voluntary Community and Social Enterprise Sector) Alliance is a collaboration of the voluntary sector and voice organisations in Surrey, working together to put the needs of local people first and foremost and ensuring the voices of local people are at the heart of decision-making wherever the VCSE and other sectors intersect. The Alliance will act as a conduit for Surrey public sector organisations to communicate with the 10,000 strong diverse third sector, making collaboration easier and more impactful.

The aim of the Alliance is to support Surrey public sector to work effectively and maximise the potential of the local VCSE and local people and communities. The Alliance work was initiated with Surrey Heartlands Health and Care Partnership, but as a concept it will support the whole Surrey of the geography of Surrey County Council, and those working across all aspects of the wider determinants of health – reflecting how well people live their lives, rather than seeing health and social care as discrete.

We will know we are working well when we are involved with health and social care leadership with parity of esteem and voice. We will be involved in shaping, improving and delivering services and developing and delivering plans to tackle the wider determinants of health from the outset, and we will make it easy for the wider system to access our skills and experience. It will become the norm to have people representing the VCSE and those with lived experience where key plans are developed across the system.

We will do this by:

- Building relationships across the Surrey public sector – health, councils, police, education, etc.
- Appointing and supporting Portfolio Leads to coordinate action in particular areas of health and social care (e.g. mental health, domestic abuse) and topics of interest to

charities (e.g. data, workforce development, etc). Portfolio Leads will be responsible for knowing the charities/individuals interested in their portfolio and ensuring representation on appropriate boards and involvement in initiatives.

- Working with the third sector as service providers; advocates for people; innovative free thinkers and constructive critical friends – leading to better services for all.
- Finding people from the VCSE and voice organisations to join boards, committees and working groups to ensure the insight of those with lived experience (both direct and aggregated) is at the heart of all that we do.
- Offering the valuable insight held by the VCSE and voice organisations to contribute to strategies, plans and policy developments.
- Working in partnership with the VCSE and voice organisations to conduct work with communities (such as co-design/co-production) to gain the valuable insight held by the VCSE and voice organisations to contribute to plans.

The VCSE Alliance is led by a Leadership Board comprising professionals from a range of VCSE organisations. Current members of the group are:

- Dalton Leong, Independent Chair
- Michelle Blunsom, East Surrey Domestic Abuse Service
- Sally Dubery, Central Surrey Voluntary Action
- Jason Gaskell, Surrey Community Action
- Maria Mills, Active Prospects
- Sue Murphy, Catalyst
- Rosemarie Pardington, Young Epilepsy
- Cate Newnes-Smith, Surrey Youth Focus
- Kate Scribbins, Healthwatch Surrey
- Solette Sheppardson, Voluntary Support North Surrey

The intention of the Alliance is not to replace existing arrangements of infrastructure organisations (CVS, Surrey Community Action, Surrey Youth Focus, Coalition of the Disabled, etc) that are working well and will continue. The Alliance aims to fill in gaps and enhance existing arrangements.

Leading and developing such an important but complex piece of work with a large list of stakeholders from across health, local authorities and the VCSE will be a major and exciting challenge, and one that has the potential to fundamentally transform the way the VCSE is embedded in health and care, and in the way sectors work together for the benefit of the people of Surrey.

We are therefore looking for an Administrator who has an understanding of health and/or the VCSE sector and who can use their communication and planning skills to support the Chair to drive the VCSE Alliance forward.

About The Role

To push the Surrey VCSE Alliance to our next stage of development, we are looking for an enthusiastic Administrator who will support the Independent Chair and the Leadership Board to act as a bridge between public sector organisations and the wider VCSE organisations across Surrey, supporting effective dialogue and communication between all partners.

You will help drive the further development of the VCSE Alliance and support the wider engagement of VCSE organisations, assisting their connectivity into the Integrated Care System and other relevant stakeholders. You will also help to further develop the Portfolio Lead concept as a model of effective strategic and operational partnership working across sectors.

The principle tasks are to:

- Be a point of contact for people in the public sector for questions such as “Which VCSE organisations in Surrey are working on xxx”, where xxx could be a wide range of health, social care, governance, HR, or other issues.
- Build up the VCSE Alliance membership database, enabling access to all of the VCSE Alliance Leadership Group. In the first instance, this will be via Excel spreadsheet, but the intention is to evolve the technology over time.
- Ensure the VCSE has the opportunity to feed into all key consultations.
- Support the VCSE Alliance Voice network
- Organise the induction of Portfolio Leads and support them to organise meetings and progress actions where needed.
- Support appropriate attendance at strategic initiatives and at strategic meetings (where outside the scope of a Portfolio Lead).
- Support the VCSE Alliance Leadership Board meetings and subgroups – writing up notes (actions and decisions) and progressing organisational actions. Collate, understand and monitor completion of workstream goals and milestones – across all workstreams
- Other tasks as requested by the Independent Chair or the Leadership Board.

About You

We are looking for someone with excellent organisational skills and a 'can do' attitude. You will need to enjoy interacting with a wide number of people in multiple organisations, in both the public and private sectors.

There are some things that will make you stand out, but even if you do not match all the criteria below, we still want to hear from you and what you can offer:

- A deep knowledge and understanding of either the VCSE sector in Surrey, or the health and care landscape in Surrey, ideally both.
- Excellent influencing and diplomatic skills.
- Excellent communication skills - verbal and written.
- Comfortable in complex environments, managing work across multiple stakeholders across sectors and interests.
- Able to navigate the politically sensitive nature of regional dynamics and issues across sectors and key stakeholders.
- Savvy about use of technology e.g. Survey Monkey, Teams, Excel, etc, to automate collection and processing of information.
- Non-judgemental and understand the importance of equity, diversity and inclusion in all we do.
- Comfortable managing your own workload and prioritising conflicting deadlines, working autonomously.

Above all, we are looking for someone with the potential to help make the Surrey VCSE Alliance a stronger network, able to make an even bigger difference to the health and care of Surrey residents.

We want the Surrey VCSE Alliance to reflect the diversity of the individuals, communities, and voluntary sector we serve so encourage applications from anyone who believes they can carry out the job description.

The Nuts and Bolts

This role is largely autonomous, but will be based out of Surrey Youth Focus for HR and support purposes, and will be supported by the Surrey VCSE Alliance Leadership Board. You will report to the Independent Chair of the Alliance.

This is a hybrid role, working partly from home and partly at Astolat, Burpham, Guildford (approximately once a week). We can discuss a different office in Surrey, if needs be.

You may have to make journeys across Surrey, so access to transport would be an advantage where public transport is not an option (we can support you into Access to Work scheme as needed).

We are committed to continued professional development and will support you to develop your skills even further.

This is a part-time role (up to 21 hours per week), and that time can be flexible to accommodate family and caring commitments, as long as meeting commitments are met.

The salary range for this post is £23,000 to £27,000 (Full Time Equivalent) and we also offer:

- Terms and Conditions as per Host organisation (Surrey Youth Focus)
- Hybrid / Flexible working
- 5% employers pension contribution
- Free on-site parking, when at Astolat
- 25 days holiday per annum (pro rata), as well as all English Bank Holidays. In addition, when applicable, an additional 3 days between Christmas and New Year

It is offered initially as an eight months contract, and may be suitable for a secondment or broadening assignment from a current employer.

How to Apply

If you would like an informal conversation about the role and whether it is right for you, please contact the Surrey VCSE Alliance Leadership Board Independent Chair, Dalton Leong, by email: dalton.VCSE@dalleo.co.uk

If you are interested in applying, please provide your CV, with a covering statement (maximum two pages) outlining how you think you meet the criteria of the role and what else you would bring to the Surrey VCSE Alliance that makes you stand out. It will make our job easier if you clearly link your skills and experience to the individual bullet points in the “About You” section.

Please send your application to: info@surreyyouthfocus.org.uk

If you need support to submit your application, please contact Rebecca Kenyon: rebecca.kenyon@surreyyouthfocus.org.uk

Closing date: Friday 14th April at 5pm

Interviews at Astolat, Coniers Way, Guildford, Surrey, GU4 7HL: either Friday 21 April 12:30pm to 3:30pm or Tuesday 25 April 10am to 4pm (to be confirmed)