**Vice Chair of Westminster Community Network – Job Description and Person Specification**

**About the Westminster Community Network**

The WCN is an independent network of local charities and community organisations working in Westminster. It works to build relationships, share ideas and influence strategic decision- making across the city, and beyond into the Tri-Borough, for the benefit of the diverse communities that make up the City of Westminster and the voluntary sector.

The WCN is a core vehicle for informing the co-design and development of a vibrant civic community sector in Westminster for the future. It plays a pivotal role in communicating with the statutory sector and commissioners of services delivered by the voluntary and community sector in the borough. The Network is facilitated by One Westminster – The CVS and Volunteer Centre for Westminster.

**OUR MISSION:**

To be the recognised and respected voice of the voluntary and community sector in Westminster.

**OUR VISION:**

* To be the go to point of reference for those wishing to understand and service the diverse communities that make up the City.
* To provide statutory partners and others with clear, evidence-based information to inform their strategic decision making.
* To represent the sector at key groups and committees and to ensure quality feedback to the voluntary and community sector.
* To act as a critical friend to colleagues in the statutory and private sectors

**OUR VALUES:**

To be open, transparent and accountable to the organisations and communities we represent.

We believe in strong and active partnerships, in which everyone operating in the voluntary and community sector, who wants to, can have a voice.

**ROLE PURPOSE:**

Overall, the Vice Chair will support the Chair in acting as the figurehead for the Westminster Community Network, providing leadership, maintaining links across the Voluntary and Community sector and with key stakeholders such as the City Council and West London and Central CCGs.

As and when necessary, the Vice Chair will chair meetings of the WCN and of the Charity Leader’s Advisory Forum and liaise regularly with the One Westminster facilitator to agree agendas and priorities for discussion. As and when necessary, the Vice Chair will represent the sector at the Westminster Health and Well-Being Board,

**Key tasks: Supported by One Westminster -**

* Champion the Westminster Community Network within the sector and externally to stakeholders.
* Assist in providing leadership to the Voluntary and Community Sector representing their interests at all times.
* Ensure and sustain strong relationships across the Voluntary and Community Sector and between the sector and key stakeholders such as the City Council and CCGs.
* Work alongside the One Westminster facilitator to prepare agendas and plan network meetings.
* As and when necessary, chair Charity Leader’s Advisory Forum meetings and WCN meetings.
* Provide, facilitate and empower WCN members to contribute and inform WCN meetings, work-shops and general priorities.
* As and when necessary, attend meetings of the Westminster Health and Well-Being Board on behalf of the sector.
* Report back and be accountable to the wider Westminster Voluntary and Community sector.

**Key Skills, Knowledge and Experience**

* A willingness to assist in leading the WCN
* Possesses charisma, diplomacy and powers of persuasion
* Evidenced understanding of the complexity and variety of the voluntary and community sector in Westminster and the different needs and challenges facing different types of organisations
* Strong existing relationships with key stakeholder partners
* Good knowledge (or willingness to learn) of the Health and Well-Being agenda within Westminster.
* Good knowledge (or willingness to learn) of other key agendas in the Borough including children and young people’s services, housing, benefits and advice, immigration etc.
* Ability and willingness to be an ambassador for the WCN and to represent the WCN positively to external audiences
* Integrity, wisdom, good judgement and independence of mind
* Able to commit enough time to the Network, this will be equivalent to about 10 days a year
* Experience of leadership and working in a non-executive capacity
* Proven ability to act in the wider interest and not for sectional or organisational interest.