

# Community Empowerment Network

## Third Sector Representative Role Description

### **Purpose of the role**

To represent the third sector on the relevant board within the Discover the Spirit Partnership and to ensure that the sector plays an active role in strategic planning and decision making within the Borough.

### **What sort of person are we looking for?**

In order to be an effective third sector representative, we are looking for someone who has, or is willing to develop, the following skills, knowledge and experience:

1. Someone with an understanding of the nature of the third sector, including the significant issues faced by organisations in the sector.
2. Someone who understands how to negotiate and advocate on behalf of the third sector at a strategic level.
3. Someone who has an understanding of how to participate effectively in meetings and is willing to develop this skill further.
4. Someone who is able, or willing to learn how to present reports and information to CEN members and, where required at other meetings and events.
5. Someone who will be a visible representative of the sector and make efforts to communicate directly with other people from the third sector and partner organisations.
6. Someone with an awareness of appropriate strategic documents and plans, such as the Local Area Agreement (LAA) and how these affect the third sector.
7. Someone who will read all relevant paperwork and documents prior to the meeting
8. Someone who will attend, where possible, all prearranged briefing and debriefing sessions, network meetings and ad-hoc representatives' meetings.
9. Someone who will work closely with officers from Doncaster CVS that support the network.
10. Someone who is able to help identify creative solutions to issues during discussion with other board members.

**It is also expected that the candidate is able to demonstrate knowledge and experience in an area of work relevant to the board for which they are seeking to be nominated.**

Officers from Doncaster CVS will work with representatives to help develop skills or knowledge where required. This may include the covering the costs of attending training where a need is identified.

