



## Invitation to Tender

### Somerset Strategic VCSE Coordinator

Somerset Community Foundation (SCF) hosts the Somerset VCSE Strategic Forum programme in a partnership with Somerset County Council, the principle funder, the Somerset Clinical Commissioning Group, the Community Council for Somerset, Engage and Spark.

The programme is designed to facilitate stronger links between local statutory bodies at a county-level and the local VCSE Sector, as well as the development of a stronger and more coordinated local VCSE sector.

The goals of the programme are to:

- **Act as a vital communication link and improve information flow and understanding between the public sector and the wider VCSE**
- **Increase awareness and understanding of the local VCSE sector within county-level public sector partners.**
- **Advise the public sector on measures and opportunities to engage the local VCSE sector.**

These are achieved in a number of ways, but particularly through:

- A strategic forum held twice a year
- An annual VCSE leader's conference
- Facilitating VCSE representation on key committees and working groups
- Commissioning 'State of the Sector' reports
- Maintaining a website and circulating a newsletter to Forum members

While SCF hosts the programme, it is delivered through partners and an appointed Coordinator. (For further information about the programme, visit <https://www.somersetvcse.org.uk/> )

This document is an invitation to tender for the Coordinator role. The Coordinator will operate on a self-employed basis and be able to commit an average one and half days a week, although it should be anticipated that the workload will not be evenly spread.

The Coordinator will be the principle point of contact for the programme, lead on delivery of many of its keys activities and coordinate the work of partners in delivering other areas. They will work closely with SCC, the NHS and project partners to deliver an effective programme.

The Coordinator will be someone who:

- knows the local VCSE sector well and understands the public sector, particularly the Somerset County Council and local NHS organisations
- has a strong understanding of the role VCSE organisations can play in achieving social, economic and environmental outcomes.

The Coordinator must be:

- an effective and diplomatic communicator
- an excellent organiser, able to balance a varied workload and prioritise effectively
- able (and willing) to act independently and in a neutral capacity,

Expressions of Interest should be sent to Justin Sargent, CEO of Somerset Community Foundation, by 5pm December 13<sup>th</sup>. He may be contacted on 01749 344949 or 07766 743495 for an informal chat.

Your expression on interest should include:

- your relevant experience and qualifications
- your availability
- the hourly rate you would charge.

The contract will be awarded for 12 months initially with options to extend, subject to a 3 month review.

If you are invited to interview, more detail will be provided about the role and terms and conditions.