

Role Description:

Vice-Chair for North East Lincolnshire VCSE Forum

NEL VCSE Forum is open to local not-for-profit organisations wishing to network, collaborate, share knowledge and get involved in joint ventures. Representatives from NELC and the ICB regularly attend to support cross-sector partnership working.

Meetings are held every 2nd Wednesday in the month at Centre4, Wooton Road, Grimsby.

Overview of the role:

The Vice Chair of the NEL VCSE Forum plays a vital leadership role and works closely with the Chair and other members of the forum. This role requires a strong commitment to the values and objectives of the VCSE sector, as well as excellent communication, leadership, and organisational skills.

Key Responsibilities include:

- To support the Chair in providing leadership and direction to the forum and to assist in setting agendas for meetings, facilitating discussions, and ensuring that decisions are implemented effectively.
- To represent the forum and act as an ambassador, representing the interests of the forum and promoting its work to external stakeholders and the wider community.
- To Chair the forum meetings in the absence of the Chair and to deputise at any other meeting where the Chair is required to attend.
- Engage with forum members to understand their needs, concerns, and priorities. Help to foster a sense of community and collaboration among members and ensure their voices are heard in decision-making processes.
- Help to ensure members work together constructively to find mutually acceptable solutions and maintain positive relationships.
- Seek opportunities to improve the effectiveness and impact of the forum, through feedback from members and partners to drive positive change.

Qualifications and skills:

- Experience and understanding of the context of the NEL VCSE sector.
- Strong leadership and interpersonal skills
- Excellent written and verbal communication skills
- Ability to work collaboratively as part of a team as well as ability to take the initiative and work independently when necessary.
- Commitment to equality, diversity, and inclusion, and a willingness to promote these values within the forum and the wider community.

Application Form:

Vice-Chair for North East Lincolnshire VCSE Forum

Contact details:

Organisation:	
Name:	
Email:	
Telephone:	

Current role and organisation:

1. **Please explain why you are interested in undertaking this role:**

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2. **What relevant experience would you bring to this role?**

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3. **Do you have any specific ideas or initiatives that you would like to pursue if you were to become Vice Chair?**

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4. **Is there any other relevant additional information you would like to provide?**

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References:

Please provide details for two referees who can support your application:

Name:		Name:	
Address:		Address:	
Telephone:		Telephone:	
Email:		Email:	

Declaration:

I declare that the information provided in this application is true and correct to the best of my knowledge and that I have read and understood the attached privacy notice.

Name: _____ **Signature:** _____ **Date** __ / __ / __