



Job Description

Job Title: **Alliance Co-ordinator** - Portsmouth Children & Young People's Alliance

Hours: 37 hours per week. Three-year fixed-term contract.

Salary: £26,706 + 5% pension contribution to pension scheme

Leave: 28 days p.a.

Base: Community First for Portsmouth, 338, Commercial Road, Portsmouth PO1 4BT

Line Manager: Community Network Co-ordinator, Community First for Portsmouth

Accountable to: Chief Executive, Community First for Portsmouth

Job Context

The Alliance, formed January 2007, is a network of Voluntary & Community Sector (VCS) organisations in Portsmouth, operating as a sub-group of the wider Portsmouth Community Network*. It aims to provide clear and effective representation for the Voluntary & Community Sector (VCS) in the city by influencing, informing and sharing information about issues affecting children and young people and their families. Over 90 organisations are represented and membership continues to expand.

The Alliance Co-ordinator is a new post, created April 2009, funded through the Children's Trust and employed by Community First for Portsmouth.

The Alliance has a strategic and an operational role:

Strategic: Provides a key reference point for all matters concerning VCS involvement in responding to community needs, informing policy development and commissioning, liaising with professionals (all Sectors), and ensuring effective representation.

Operational: Improving the quality and skills of the VCS workforce (paid and unpaid), providing an effective communication hub: receiving, processing and distributing information in an accessible and responsible way, providing and supporting training





and consultation events and opportunities, working with colleagues in all sectors to ensure the needs of Portsmouth's children, young people and families are met in the best possible way.

The Alliance represents the Sector through:

- Coherently responding to and informing the development of policies, initiatives and consultation processes affecting children and young people, *and*
- Sharing information, knowledge and expertise so as to enhance VCS capacity, improve service delivery, inform the commissioning process and ensure a professional approach to workforce development.

The Alliance operates in a transparent and democratic manner, encouraging sector-wide participation in its activities. The post of **Alliance Co-ordinator** is a **critical element** of the Alliance plans for development of the network and maintaining effective cross-sector working relationships.

*The Portsmouth Community Network (PCN) is an independent network of Voluntary & Community Organisations (VCOs) who represent the interests of the Sector at strategic level, including electing representatives to the Local Strategic Partnership and its sub-groups. The Community Network is hosted and managed by Community First for Portsmouth.





Alliance Co-ordinator - Key responsibilities:

1. Alliance Support

- 1.1. Managing the delivery of the Alliance business plan.
- 1.2. Supporting the Alliance Chair, Steering Group and representatives, enabling them to represent the sector in a professional and informed way.
- 1.3. Act as Secretary to the Alliance, ensuring minutes, reports and Alliance business are properly recorded and distributed and acted upon
- 1.4. Managing delivery of activities funded by the Children's Workforce Development Council (CWDC) and other similar activities as agreed by the Alliance.
- 1.5. To be familiar with and disseminate awareness of all relevant policy documents (including Every Child Matters, Youth Matters, Children & Young Peoples Plan)
- 1.6. Developing and maintaining effective and current systems for membership records, communication and information-sharing including database, website, member's fields of work, emails, briefings, seminars and annual conference (in conjunction with colleagues).
- 1.7. Ensuring effective communication arrangements exist between representatives and the groups they represent.

2. Alliance Representation

- 2.1. Being an effective advocate and champion for the Sector and Alliance alike,
- 2.2. Raising awareness of the outstanding contribution the VCS makes to Portsmouth communities.
- 2.3. Providing the first point of contact for all matters concerning services for children and young people in the city which concern or involve the wider Sector.
- 2.4. Taking a representative role on behalf of the Alliance in multi-agency meetings at all levels and particularly at the Joint Commissioning Group (JCG) or its successor.
- 2.5. Co-ordinating consultation on behalf of the Alliance between statutory partners and the children and young people's Voluntary & Community Sector and make representation to commissioners on service design and quality.





3. The Alliance and local community services

- 3.1. Working to improve standards, quality and appropriateness of all contracting arrangements between public bodies and VCS in relation to children's services in the city and to ensure Compact compliance throughout.
- 3.2. Ensuring and maintaining effective and sustainable links between commissioners, purchasing agencies, service providers, communities, the Alliance and any other partners in all matters concerning service impact, delivery and provision for the benefit of children, young people and families
- 3.3. Identifying and accessing support for VCS organisations entering into contracting arrangements to be "fit for purpose" and to support contracting arrangements in meeting the best interests of purchaser, provider and service user.
- 3.4. Brokering support for VCS organisations in all requirements regarding effective monitoring and evaluation
- 3.5. Ensuring Alliance members are aware of their responsibility in relation to the requirements of Safeguarding legislation and policy
- 3.6. Supporting Alliance members in effective representation of the needs of communities of interest and working to address those needs
- 3.7. Undertaking and supporting the Alliance in advocacy and lobbying as appropriate and with particular respect to local service development.

4. Other Duties:

- 4.1. To comply with and uphold the values of Community First for Portsmouth and be a good ambassador for the organisation and the Alliance at all times
- 4.2. To raise awareness of the Portsmouth Local Compact (including the Portsmouth Children's Compact) and promote a Compact 'way of working'.
- 4.3. To ensure that Community First's Equal Opportunities and Diversity policies are followed through in practice in the work of the post holder.
- 4.4. To attend as appropriate and participate in internal meetings including staff meetings, relevant committee meetings, the AGM and occasional events.





- 4.5. To work co-operatively with other staff members.
- 4.6. To be particularly aware and responsive to the needs of Trustee Directors and member organisations of Community First for Portsmouth.
- 4.7. To comply with the monitoring, recording and reporting requirements of the organisation for the purposes of accountability.
- 4.8. To contribute to the corporate planning of the organisation, as required.
- 4.9. To represent positively and promote the Alliance and Community First for Portsmouth and its work in all dealings both internal and external.
- 4.10. Undertaking other duties consistent with this post which may be required from time to time.

This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties as directed by a supervising officer, including on occasion, for other areas within Community First for Portsmouth. The responsibility level of any other duties should not exceed those outlined above.

Performance Standards:

Performance standards within Community First are implicit in its values and developed in line with Community First's Strategic Plan. Standards are measured against:

- Community First Strategic and Business Plan 2009-2012
- Portsmouth Children's & Young Peoples Alliance Business Plan
- Targets identified in any Funding Agreements relating to scope of service etc.

Community First for Portsmouth has achieved Investor in People (IIP) status and the National Association for Voluntary & Community Action (NAVCA) Quality Award. It will continue to work to maintain these standards in its workforce and service delivery respectively.





Customer Care

All staff are expected to maintain high standards of customer care in the context of the Community First's core values, to uphold the Equality & Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

Community First for Portsmouth – context.

Community First for Portsmouth is a Council for Voluntary Service (CVS) constituted to provide advice, support, information, development and training to the Voluntary & Community Sector (VCS) in the city. Its functions include infrastructure development, liaison, representation, strategic partnership working, service delivery and promoting volunteering. Staff and Volunteers work both individually and as a team respecting each other's areas of expertise while maintaining a corporate approach and identity to their work in the city. There are many resources available within the organisation and the postholder is expected to work within its corporate values. Community First for Portsmouth runs a range of services in support of the VCS including:

- Portsmouth Volunteer Centre
- TRACs training and UK on-line centre
- Funding Advice and small groups support
- Networks (Providers Network, Community Network, Information Network etc)
- Dial-a-Ride, Community Transport and Shopmobility
- Information services to the Sector

Community First for Portsmouth procedures

General staff procedures and rules are contained in the staff handbook. Details of Community First for Portsmouth procedures on Health & Safety, Equal Opportunities, grievance etc. are included in written operating procedures and policy statements. Recruitment, Personnel and Management procedures are consistent with the mission of Community First for Portsmouth and the Board's desire to be a good employer.

