



Role Description for VCS Representative on Funding and Procurement Task and Finish Group

Main Purpose of Role

The Representative will contribute fully to the group ensuring that the views and issues of the Voluntary and Community Sector will be voiced.

Key Accountabilities

- Represent the views of voluntary organisations and community groups about funding, tendering and procurement issues
- Represent the interests and work on behalf of the VCS including disadvantaged groups and communities. This includes articulating divergent views where they exist.
- Attend arranged meetings or arrange for an agreed deputy to do so
- Declare any conflicts of interest and act with probity and integrity
- Operate in a manner which promotes equality of opportunity, celebrates diversity and respect for all

Person Specification for VCS Representative on Funding and Procurement Task and Finish Group

EXPERIENCE/KNOWLEDGE:

Essential: Experience of tendering and procurement processes with regard to statutory agencies
Understand the issues and concerns of the VCS sector with regard to funding and procurement

Desirable: Experience of assessing grant applications as part of a grant making panel
Experience of assessing and evaluating tender applications

SKILLS AND ABILITIES:

Essential: Ability and freedom to act independently from parent organisation
Ability to analyse and understand complex information
Communication skills
Maintain confidentiality

Desirable:

ADDITIONAL FACTORS:

Essential: Ability to be released to attend the meetings of the Task and Finish Group which will be held during the day
Commitment to promoting equality and diversity

Desirable::