**VOCAL Representative Role Description**

**Salford Together Neighbourhood Forum**

**Purpose of the Role**

The purpose of the role of a VOCAL representative is to

* Act as an advocate for and champion VOCAL
* Contribute on behalf of VOCAL in strategic decision making and Influence local policies and strategies
* Raise awareness of the role the VCSE sector plays in making a difference for local communities
* Work with other VOCAL representatives providing peer support, and sharing skills, expertise and knowledge

**Responsibilities of the Role**

The responsibilities of VOCAL Representatives is to:-

Work as an integral part of the strategic partnership board or Sub Group on behalf of VOCAL, in particular to:-

* Adhere to the terms of reference of the strategic partnership board or Sub Group
* Ensure papers are read and contributions prepared in advance
* Utilise your professional skills, experience and knowledge to contribute to decision making on behalf of VOCAL
* Promote co-production with VOCAL

Provide Feedback to, and seek the views of VOCAL thematic Forums, in particular to:-

* Attend and feedback to the VOCAL thematic Forums or if unable to attend ensure a summary feedback paper is provided
* Consult with other VOCAL members to enable them to provide a mandate on specific issues, policies or strategies
* Inform VOCAL thematic forums when you are no longer able to maintain a commitment to the role of representative or where you experience a potential conflict of interest.

Provide peer support to, and share information with other VOCAL representatives, in particular to:--

* Attend VOCAL representative meetings to share and disseminate information, views and opinions (if unable to attend, to provide written feedback

**Skills needed to fulfil the requirements of the Role**

Communication Skills:-

* active Listening
* clear & concise verbal communication
* Written and Verbal Feedback skills

Influencing & Persuading Skills:-

* Developing a line of reasoned argument
* Backing up points with logic
* Use of positive language. Emphasizing the positive aspects of your argument
* Tactfully challenging the views expressed by others you disagree with

**Experience needed to fulfil the requirements of the Role**

* Experience of working/volunteering at a senior level within a VCSE organisation
* Building relationships
* Reading, analysing and summarising complex documents

**Other Criteria**

Organisation must operate within the neighbourhood (ideally be based within it), and must not be a Wellbeing Matters Anchor Organisation