

## **Representative sought for the Central Bedfordshire Community Safety Partnership**

We are seeking expressions of interest from those active (in a paid or voluntary role) within the voluntary and community sector who would like to make an effective contribution to the new Central Bedfordshire Community Safety Partnership. There is currently one place available on the Community Safety Partnership Executive.

### **Role**

Third Sector Assembly Representative (Community Safety Partnership)

### **Role Purpose**

Acting individually and collectively with other members of the Partnership, to contribute a voluntary and community perspective to discussions concerning the strategic direction of the Partnership and the effective delivery of local services.

The objectives of the Central Bedfordshire Community Safety Partnership are to:

- enable effective partnership working between public, private and voluntary sectors to reduce crime and provide reassurance to our communities
- encourage partners to make crime, disorder and wider community safety issues a priority and enable a streamlined decision making process
- involve communities and residents in all aspects of the partnership process by establishing community priorities through effective local consultation and engagement
- provide a means to improve the quality of life for the residents of Central Bedfordshire.

The Community Safety Partnership Executive will, additionally:

- develop a Partnership Plan and undertake an annual refresh, taking account of any changes in national and local targets and community priorities
- ensure compliance with, and monitor progress against, the Assessment of Policing and Community Safety (APACS) performance management process
- scrutinise the delivery of the Partnership Plan and Operational Delivery Group action plans against agreed milestones and targets and implement action to address underperformance.
- submit quarterly reports on progress to the Central Bedfordshire Local Strategic Partnership, partners and the public
- monitor the effectiveness and efficiency of Partnership expenditure.

### **Main Responsibilities**

- Preparing for, attending and contributing to Partnership meetings and other meetings the representative is invited to attend.
- Representing and advocating the views, interests and priorities of the voluntary and community sector at Partnership meetings and any other public meetings, conferences and forums attended as a representative.

- Contributing to the overall direction and development of the Partnership through clear strategic planning, in accordance with the Partnership's Terms of Reference.
- Using the Third Sector Assembly and own contacts to promote and publicise the Partnership, develop links with individuals and organisations, and encourage support for the work of the Partnership.
- Preparing written articles on the work of the Partnership for publication in local voluntary and community sector newsletters as a mechanism for reporting back to, and gathering views from, the sector.
- Attending meetings of the Third Sector Assembly and through this to gather, represent and feedback views to those they represent.
- Informing own effectiveness as a representative through reading, networking, training and an understanding of the issues affecting the work of the Partnership.

### **Person Specification**

The initial term of office will be until May 2010. Thereafter, renewable in accordance with arrangements put in place for the election of representatives as part of the emerging Third Sector Assembly.

The person fulfilling this role is expected to:

- regularly attend Partnership Executive meetings, usually held every two months during the day;
- have a commitment to partnership working and an understanding of community involvement processes;
- be involved in strategic issues and developments in, be able to contribute to decisions on behalf of, the voluntary and community sector in Central Bedfordshire;
- be able to analyse complex issues, identify priorities and communicate information clearly;
- have experience of representing the voluntary and community sector and/or local communities in public meetings and partnership settings;
- have experience of contributing to discussions and debates on, and knowledge of, a range of Community safety related issues relevant to local communities and the voluntary and community sector;
- be involved in a local 'frontline' voluntary, community or other third sector organisation delivery services in Central Bedfordshire and have a proven involvement with the wider third sector.
- be committed to the vision and priorities included in the Sustainable Community Strategy.

### **Applying for the Role**

If you would like to be considered for one of these important roles please set out your skills, knowledge and experience in meeting each of the above expectations (maximum one side of A4) and send this to [partnerships@action-centralbeds.org.uk](mailto:partnerships@action-centralbeds.org.uk)

Informal interviews will be held for short listed applicants and the chosen representative will be expected to undertake an induction programme before attending the next meeting of the Partnership.

If you would like to discuss the role with someone informally, please do not hesitate to contact either John Gelder (Director of Voluntary and Community Action) on 01525 850559 or Martin Trinder (Chief Officer of CVS) on 01234 354366.