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| **Expression of Interest Form for a VCFSE Representative Role****Personal Details**

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Surname** |  |
| **Email address** |  |
| **Telephone number** |  |
| **Address** |  |

**VCFSE Representative Roles****Which VCFSE Representative Roles are you expressing an interest for (please tick the role or roles you want to be considered for)?**

|  |  |
| --- | --- |
| **Role** | **Please Tick (✓)** |
| … |  |
| … |  |
| … |  |
| … |  |
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**Q1 – Why do you want to become a VCFSE Representative?** Please explain your motivation and enthusiasm for the role or roles that you have ticked and why you are the best person to represent Blackburn with Darwen Community Network and the wider VCFSE Sector on the particular partnership body or committee.Word Count: Please use a maximum of 500 words.

|  |
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|  |

**Q2 - Relevant Knowledge, Skills and Experience**Please tell us about your relevant knowledge, skills and experience for the role or roles that you have ticked.Word Count: Please use a maximum of 500 words. 250 words for knowledge and skills and 250 words for experience.

|  |
| --- |
| **Knowledge and Skills**Tell us a bit about what knowledge and skills you have relevant to the role or roles.  |
|  |
| **Experience and Achievements**Tell us about your experience of being a VCFSE representative on partnership structures or if you have any lived experience, volunteer experience or work experience that you may have that might be relevant for the partnership you are wishing to represent the VCFSE Sector on. | **Dates** |
|  |  |

 **Confirmation of Support**

|  |  |
| --- | --- |
| **Confirmation of Consent and Support** | **Please Tick (🗸)** |
| Please tick this box to confirm that your chair, Chief Executive, or Board has consented to and supports your application and is aware of the time commitment that is required to fulfil the VCFSE Representative Role (s). |  |
| In submitting your expression of interest, you give consent for your contact details to held in manual and electronic formats by Blackburn with Darwen Council for Voluntary Service and used and shared in conjunction with the VCFSE Sector Representative Role that you have applied for. |  |

**Data Protection Act 2018.** All information you have provided will be held in manual and electronic formats and only be used in line with the Data Protection Act 2018 and the **General Data Protection Regulations**. The information will be used to contact you with regards to the VCFSE Sector Representative Roles that you have expressed an interest in within Blackburn with Darwen.  We will keep the information ‘live’ on our information systems for as long as you are engaged with us and will keep archived information for the length of time required by funders for audit purposes only.  You have the right to withdraw consent at any time by contacting Clair Bloomfield (details below).Blackburn with Darwen Council for Voluntary Service is the data controller and is registered on the Data Protection Register (Z1938345). We will not share or divulge your details to any other third parties without your expressed consent.  You have a right to access your information by writing to Clair Bloomfield, Community CVS, Boulevard Centre, 45 Railway Road, Blackburn. BB1 1EZ email clair.bloomfield@communitycvs.org.uk Tel: 01254 583957.   **Biography and Contact Details (maximum 300 words)**(to go on the Community Network page of the CVS Website – if you are successful in your expression of interest).

|  |
| --- |
|  |
| **Contact E-mail** |  |
| **Contact Telephone Number** |  |

 |

I give explicit consent for my contact details and expression of interest to be stored in hard copy and in electronic format on CVS databases and for my biography and external contact details to be displayed on the CVS website.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

**Data Protection Act 2018.** All information you have provided will be held in manual and electronic formats and only be used in line with the Data Protection Act 2018 and the **General Data Protection Regulations**. The information will be used to contact you with regards to the VCFSE Sector Representative Roles that you have expressed an interest in within Blackburn with Darwen.  We will keep the information ‘live’ on our information systems for as long as you are engaged with the VCFSE Representative Role(s) and will keep archived information for the length of time required by funders for audit purposes only.  You have the right to withdraw consent at any time by contacting Clair Bloomfield (details below).

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**EXPECTATIONS OF A COMMUNITY NETWORK REPRESENTATIVE**

**You will hold your VCFSE Representative Role for a period of two years. You will be expected to**

* read papers in advance of your meeting and prepare for the meeting
* advocate for the VCFSE Sector as a whole at the meetings and not simply put forward the interests of your own organisation.
* complete the report template and e-mail it to donna.talbot@communitycvs.org.uk for circulation to the Board and to place on the Community Network page of the website.
* attend Community Network organised events linked to the role that you are holding to find out the views of the sector.
* attend the annual conference and quarterly network meetings and be prepared to answer any questions that voluntary, community, faith and social enterprise organisations might have.
* adhere to the Nolan principles, which are:
	+ **Selflessness**: you should act solely in the public interest
	+ **Integrity**: you must declare any interests and take care not to put yourself in a position where you are under obligation or influence of anyone or any organisation
	+ **Objectivity**: you must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
	+ **Accountability**: you are accountable to VCFSE organisations and the public for your decisions and actions and must submit yourself to the scrutiny necessary to ensure this.
	+ **Openness**: you should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
	+ **Honesty**: you should be truthful at all times.
	+ **Leadership:** you should exhibit these principles in your own behaviour and treat others with respect. You should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.
* be willing to attend Community Network training and events.
* agree for your biography and contact details to be made public on the Community Network website and be willing to be contacted by VCFSE organisations and the public who are interested in the body on which you are representing the VCFSE Sector.

**VCFSE REPRESENTATIVE REPORT TEMPLATE**

The report template to be used to report back on any meeting you attend on behalf of the BwD Community Network.

|  |
| --- |
| A blue and grey logo  Description automatically generatedVCFSE Representative Reporting Form. |

|  |  |
| --- | --- |
| MEETING DETAILS | REPRESENTATIVE DETAILS |
| NAME |  | NAME |  |
| DATE |  | ORGANISATION |  |

**Which P or Ps from the Community Network’s 6P VCFSE Strategy does the Partnership Meeting have links with (tick one or more)**

|  |  |
| --- | --- |
| **Please tick (🗸)** | **Please tick (🗸)** |
| **People** |  | **Prosperity** |  |
| **Peace** |  | **Planet** |  |
| **Participation** |  | **Place** |  |

|  |
| --- |
| Main Items of Discussion: |
|  |
| Opportunities and Implications for the VCFSE Sector |
|  |
| Follow Up Actions required: |
|  |
| Date of Next Meeting: |