

JOB DESCRIPTION
Strategic Liaison Officer

Title of Post:	Strategic Liaison Officer
Salary Scale:	£30,000–£35,000
Hours of work	37 hours per week
Benefits	5% Pension Contribution, 22 days annual holiday + 3 concessionary days & bank holidays
Responsible to:	Strategic Projects Manager
Special Conditions	Occasional evening work Ability to travel

I. Job Role

To support the VCSE sector in its engagement with all statutory bodies by:

- Facilitating the VCSE sector in strategic engagement with statutory bodies in Stoke on Trent and North Staffordshire.
- Managing the strategic interface between health, Local Authority and the VCSE sector which promotes mutual understanding between the sectors.
- Supporting the building of partnerships and collaboration with the statutory bodies to enable co-production of services needed and relevant commissioning from the local VCSE sector.

2. Key responsibilities

- Attend key strategic meetings as the representative of the VCSE sector.
- Facilitate and embed the work of the VCSE Healthy Communities Alliance and support the development of a VCSE City Alliance.
- Facilitate and support forums, networks and meetings, and act as a vital link between statutory bodies and the wider VCSE sector.
- Enable the dissemination of information from both national and local sources to the VCSE sector.
- Act as a key communication link between statutory bodies and the wider VCSE sector and vice versa.
- Work with the VCSE sector, in conjunction with VAST's Support and Volunteering Teams, to determine their capacity/capability and support needs and signpost to support services to assist them to tender for and deliver relevant services.
- Work with our Communications Team to maintain relevant content on the VAST website, social media and other appropriate platforms used to communicate with the VCSE sector.
- Work with our Projects Team to support VCSE sector engagement in health and wellbeing agendas.
- Ensure the effective representation and coordination of attendance at strategic meetings by VAST employees and sector representatives.

- Manage internal communication of feedback from strategic meetings and ensure effective communication of the strategic priorities to other teams within VAST.
- Keep abreast of commissioning opportunities and facilitate dissemination of the information to the VCSE sector.
- Support the development of partnerships and collaboration within the VCSE sector.
- Provide support to VCSE sector organisations on commissioning and procurement with the statutory bodies.
- Keep abreast of new policy and legislation relevant to the VCSE sector.

3. **General Requirements**

- Participate in training and information briefings and maintain an up-to-date knowledge of VCSE sector.
- Attend monthly supervision sessions and staff meetings.
- Support the Strategic Projects Manager with the preparation of monitoring reports outlining progress of the work, and key issues raised by members.
- Carry out occasional other duties as agreed within supervision to develop the aims of the VAST.
- To undertake any other duties as prescribed by the line manager/Chief Executive relevant to this post.
- Undertake such personal training as may be required to keep up to date and fulfill the professional requirements identified for this job description.
- To have a collaborative and flexible approach to work undertaken by VAST.
- Support the marketing of VAST and its services.

4. **Equal Opportunities**

VAST is committed to equal opportunities, anti-discrimination and anti-oppressive policy or practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, ethnicity, religion, marital status, sexual orientation, age, or impairment. This policy applies to job applicants, employees, volunteers, and service users.

5. **Notes**

- All jobs are subject to change from time to time and this job description will be reviewed regularly.
- The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post.
- This post is subject to a 6-month probationary period.

Person Specification	Essential/Desirable
Qualifications	
A good standard of education or experience in a similar role	Essential
Knowledge	
An understanding of strategic issues facing the VCSE sector	Essential
An understanding of Health & Social Care policies and agendas which affect the VCSE sector such as Health Inequalities and Health Literacy	Essential
Understanding of the public sector tendering/contracting requirements	Desirable
Skills and experience	
Experience of working at a strategic level within or with the VCSE sector	Essential
Experience of public sector strategic policy work and community engagement approaches	Desirable
Excellent written and verbal communication skills and the ability to communicate effectively with a wide range of people	Essential
Experience prioritising workload and meeting deadlines	Essential
Proficient in the use of Microsoft Office packages and able to develop and maintain good administrative systems.	Essential
Experience in delivering presentations and facilitating workshops.	Essential
Able to ensure that equality of opportunity is fully integrated into every aspect of the work.	Essential
Personal Qualities	
Commitment to the project's mission and values with a desire to make a difference.	Essential
An effective team player.	Essential
Flexible, and willing to work in a fast-paced and constantly changing environment.	Essential
Conscientious and responsible.	Essential
Ability to work on own initiative and to contribute ideas.	Essential
Ability to support and enthuse others and maintain a professional image.	Essential
A commitment to equal opportunities	Essential