

## Job Description

**Title:** Third Sector Representative – Abertawe Bro Morgannwg University Stakeholder Reference Group.

**Reports to:** Regional Health, Social Care and Wellbeing Network (comprising Third Sector organisations/group representatives within Swansea, Neath Port Talbot and Bridgend County Local Authority areas).

**Purpose:** The Third Sector Representative will sit on the Abertawe Bro Morgannwg University (ABMU) Stakeholder Reference Group (SRG) to represent the views and opinions of the Third Sector within their equality dimension area and the ABMU region. The role of the Stakeholder Reference Group is set out in its Terms of Reference (attached).

### Key Responsibilities

The Third Sector Representative will:

- ◆ Represent the voice of the Third Sector within their equality dimension and the ABMU region through the appropriate Third Sector forums (Regional Health, Social Care and Wellbeing Network and local voluntary sector networks).
- ◆ In liaison with Health, Social Care and Wellbeing facilitators, be a contact person for smaller Third Sector organisations or groups that do not have capacity to attend local forums or the Regional HSCWB Network; ensuring their voice is heard.
- ◆ Provide regular feedback on SRG developments to members at the Regional HSCWB Network.
- ◆ Provide information on SRG developments to be disseminated through the local networks via the Health, Social Care and Wellbeing Facilitators (based at the CVSs) as and when required.

### Commitment

- ◆ The SRG will meet no less than bi-annually. The Third Sector Representative will need to show commitment and have the capacity to attend both the SRG meetings and the Regional HSCWB (which meets quarterly) as there will be no facility to send deputies.
- ◆ The Third Sector Representative may be required in task and finish /subgroups (subject to the approval of the Health Board) to carry out specific aspects of the SRG's function; particularly in relation to work that is time-limited or affects a particular site, client group or topic.

### **Support and Development**

- ◆ The Third Sector Representatives will receive ongoing support from the three HSCWB Facilitators.
  
- ◆ Appropriate training to develop skills will be provided by the CVSs in Swansea, Neath Port Talbot and/or Bridgend if and when required.
  
- ◆ The first meeting of the SRG will take the form of a development workshop through which ABMU will identify likely current and future training needs.
  
- ◆ The Third Sector Representative is a voluntary role; however the Health Board will reimburse out of pocket expenses on the return of valid receipts.