B: Voluntary and Community Sector Representative for the One Nottingham Board

How to Apply and the Nomination Form

**The process for applications is outlined below:**

The process of being appointed to the One Nottingham Board is by nomination and application, shortlisting and interview. This process will be administered by One Nottingham and Nottingham City Council, with support from NVCS.

In addition to appointing a new VCS advocate for the One Nottingham board, we are also proposing to appoint up to 3 substitutes.

In the event of only one nominee, an interview with the candidate would take place to ascertain if they would be suitable for the position of VCS representative, and subject to suitability they would be automatically appointed.

If you have any questions or would like to discuss the role, contact:

One Nottingham at [**general@onenottingham.org.uk**](mailto:general@onenottingham.org.uk)or Jules Sebelinat [**juless@nottinghamcvs.co.uk**](mailto:juless@nottinghamcvs.co.uk).

We can also put you in touch with one of the previous VCS representatives for an informal chat.

How to be Nominated

Step 1

Potential applicants will have to be nominated by a Nottingham based VCS organisation (usually the organisation you volunteer, or work for).

Step 2

Your nomination must also be supported by an additional 3 VCS organisations in the city. (Evidenced by a supporting email from those organisations.)

Step 3

Complete the nomination form below and email it, together with your supporting statement and evidence of the support from the other VCS organisations to [**general@onenottingham.org.uk**](mailto:general@onenottingham.org.uk) by **5pm** on **2nd October 2023**.

**Your supporting statement should show how you meet the skills and experience** required for the role and demonstrate your commitment to and understanding of Nottingham.

Please be clear with this statement, as this will act as your application, to distinguish you from other candidates and will be circulated to the interview panel.

Step 4

The applications will be checked and verified by One Nottingham, before shortlisting.

Shortlisted applicants will be invited for an interview with a small group of ON Board members prior to appointment. Applicants not shortlisted will be notified by One Nottingham.

The successful applicant, plus any substitutes appointed, will be notified by One Nottingham and the outcome published on the NCVS website. Applicants not appointed will be notified by One Nottingham.

Step 5

Successful candidates will be offered the role, which will be subject to formal confirmation by One Nottingham. You will meet key members of the partnership and will have access to background information and networks of VCS groups.

The Voluntary and Community Sector (General) Representative is expected to attend their first One Nottingham Board meeting on:

**Friday 8 December 2023 1 to 3pm**

The provisional dates for 2024 Board meetings are:

8th March 10 am to 12

7th June 10 am to 12

6th September 10 am to 12

6th December 10 am to 12

For further enquiries about the role of a VCS Representative on the One Nottingham Board please contact One Nottingham, Lorel Manders, Partnership Manager:

Email: [general@onenottingham.org.uk](mailto:general@onenottingham.org.uk)

Or

Jules Sebelin, Chief Executive Officer Nottingham Community and Voluntary Service

Email: [juless@nottinghamcvs.co.uk](mailto:juless@nottinghamcvs.co.uk)

You could also speak to the previous VCS representative **Helen Voce**.

For more information about One Nottingham, or to speak to Helen, please email [general@onenottingham.org.uk](mailto:general@onenottingham.org.uk)

Application and Nomination Form to become a

Voluntary and Community Sector Representative for the One Nottingham Board

Please return this completed form to [**general@onenottingham.org.uk**](mailto:general@onenottingham.org.uk) by 5pm on **Monday 2nd October 2023**.

|  |  |
| --- | --- |
| Your Name |  |
| VCS Organisation |  |
| Your Role/Position |  |
| Address |  |
| Phone Number |  |
| Email Address |  |

A. Nominated By (this is normally someone from the Organisation you are applying from):

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |
| Email |  |

**B. Seconded By:**

All candidates must be nominated and supported by representatives from three other VCS organisations in the city. This evidence should be provided by emails from those organisations.

|  |  |
| --- | --- |
| 1.  Name |  |
| Position |  |
| Organisation |  |
| Email |  |

2)

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |
| Email |  |
| 3)  Name |  |
| Position |  |
| Organisation |  |
| Email |  |

Your Personal Statement

Please write a short piece **(no more than 1000 words)** explaining how your experience, skills and qualities match the requirements for this role, showing how you would make a good Voluntary Sector Representative to the One Nottingham Board. This will be shared with partners involved in the shortlisting and interviewing process.

You should clearly demonstrate your commitment to and understanding of the VCS and Nottingham.

**Personal Statement**

**Name:**

**Checklist:**

Email or post your:

* Nomination form
* Supporting statement
* Evidence of your nominating organisation and 3 seconding organisations

**To** [**general@onenottingham.org.uk**](mailto:general@onenottingham.org.uk) **by 5pm on 2nd October 2023**.