



Improving lives **together**

Norfolk and Waveney Integrated Care System

Candidate Information Pack

Research & Innovation Lead
VCSE Assembly

Welcome

The VCSE Assembly is looking to strengthen its workstreams across the Integrated Care System (ICS), to continue developing key strategic influence and collaborative decision making. The VCSE Assembly is undergoing a “reset”, with an ambition to have a wider reach within the VCSE sector, ensuring collaboration across the ICS. This Research and Innovation Lead is a new role to sit on the assembly board, to help provide clear representation and guidance for the research and innovation work being delivered across the system. This role is a vital aspect to ensuring that research and innovation strategies are impactful to the communities across Norfolk and Waveney, and helping to facilitate wider community involvement in development and delivery of projects.

I am really excited to be able to appoint for this brand new role and bring the voice of the VCSE to the forefront of research and innovation work within our ICS. I see this as a huge opportunity to highlight the importance of the VCSE sector within our region and see the growth of workstreams for the VCSE Assembly.

Tim Gardiner, Chair VCSE Assembly

Research has a central role to play in providing the evidence we need so we can improve the quality of health and care services and reduce unfair differences in health outcomes experienced by some people in Norfolk and Waveney. Innovations can transform how people receive care, for example by allowing them to be monitored in their own home, rather than in hospital. The ICS Research and Innovation strategy states that activities will be focused on our communities. We want to champion research which is designed with diverse voices, improving opportunities to take part, shaping how participants are identified, approached and communicated with as well as making sure results are shared and are impactful. Innovation means using new or creative ways to provide better care for our population or support for our staff. This Research and Innovation Lead role is key to ensuring we connect with the wider sector and we're committed to working together so communities have a say in the work taking place across the ICS. We recognise that building relationships takes time and trust and we're looking forward to doing this together.

Dr Clara Yates, Associate Director of Research and Innovation, NHS Norfolk and Waveney ICB.

Context

Integrated Care Systems (ICSs) are partnerships of health and care organisations that come together to plan and deliver joined up services to improve the health of people who live and work in their area. They exist to achieve 4 main aims:

- Improve outcomes in population health and healthcare
- Tackle inequalities in outcomes, experience and access
- Enhance productivity and value for money
- Help the NHS support broader social and economic development.

The [ICS design framework](#) sets the expectation that Integrated Care System governance and decision-making arrangements support close working with the VCSE sector as a key strategic partner in shaping, improving and delivering services, and developing and delivering plans to tackle the wider determinants of health.

In support of these ambitions NHS England published [ICS implementation guidance on partnerships with the VCSE sector](#). This sets out clear recommendations and requirements, including the development of a formal agreement for engaging and embedding the VCSE sector in system-level governance and decision-making arrangements, ideally by working through a VCSE alliance to reflect the diversity of the sector.

Since 2019, VCSE organisations across Norfolk and Waveney have been working in collaboration with health and social care partners to better understand how to work more closely together and improve health outcomes for our local population.

In October 2022 the first Chair of the Norfolk and Waveney VCSE Assembly was appointed and an Assembly Board launched. Since then there has been much learning and in recent times a strategic review has been undertaken to capture this learning and develop a proposed approach for the future development of the Assembly. Tim Gardiner, the new Chair, started in October 2024 and the VCSE Assembly is looking to push forward to build on the work and learnings of the past three years. This new role, is a vital part of continuing the development of the VCSE Assembly Board, and building on collaboration and innovation across the ICS.

VCSE Partnering in Norfolk and Waveney

The diversity in purpose, aim and reach of the VCSE is one its key strengths and it is recognised that we need to enable the sector and health and care partners to work collaboratively on an equal footing. This in turn will enable a community-led, place-based response to local population health and wellbeing needs, and ultimately improve outcomes for our residents.

Working together as an Assembly we have developed a VCSE Integration Programme, which outlines the key actions required to both further develop our VCSE Assembly, as well as strengthening the collaboration between the VCSE sector and statutory partners to achieve better outcomes for our population.

We have identified 4 key objectives:

1. Embed the VCSE sector as an equal partner within our ICS, through our VCSE Assembly.
2. Work together to drive change, support prevention and tackle health inequalities.
3. Support and enable a thriving VCSE sector to play its part.
4. Build strong, inclusive and empowering relationships through our partnership.

This programme of work will be supported and enabled by a VCSE Assembly, working alongside our Norfolk and Suffolk infrastructure arrangements which are commissioned by our local government partners, as described below:

Norfolk & Waveney ICS VCSE Integration Programme

The overall VCSE Integration Programme underpins the arrangements we have in place with the sector to achieve 4 core objectives:

1. Embed the VCSE sector as an equal partner within our ICS, through our VCSE Assembly
2. Work together to drive change, support prevention and tackle health inequalities
3. Support and enable a thriving VCSE sector to play its part
4. Build strong, inclusive and empowering relationships through our partnership.

Collaborate,
Co-produce
& Embed

Norfolk & Waveney VCSE Assembly

The VCSE Assembly supports engagement with the VCSE sector, to embed sector voice into planning & decision-making processes, whilst providing sector oversight to the ICS VCSE Integration Programme by:

- Developing engagement mechanisms to connect the sector into the ICS, focused on Joint Forward Plan priorities and connecting to thematic system and place-based arrangements.
- Increasing influence and participation of the sector in design and delivery of services

Listen &
Involve

Norfolk & Suffolk VCSE Infrastructure arrangements

The infrastructure arrangements for Norfolk & Suffolk are commissioned by Norfolk & Suffolk County Councils. These arrangements seek to:

- Grow and enable volunteering for the ICS.
- Raise awareness and support the sector to access and maximise funding and income sources.
- Support sector resilience and growth through training and development.
- Provide financial support to grow, expand or innovate their services
- Provide opportunities for the sector to meet and collaborate

Support,
nurture &
develop

Our VCSE Assembly

Purpose of the VCSE Assembly

To support fair and equitable partnering and engagement with the VCSE sector as part of the Integrated Care System, embedding sector voice into planning and decision making.

Key Assembly Functions

- Develop VCSE leaders to act as ‘portfolio holders’ linked to key system priorities, to provide two-way connection and communication with the wider VCSE sector.
- Utilise local networks, forums and communications channels to support connectivity and effective communication between the VCSE sector, the Integrated Care Board and the wider Integrated Care System .
- Support the development of strategy, policy, services and planning to ensure sector voice is embedded across all parts of the system.
- Support the integration of the VCSE sector into Integrated Care System governance and decision making structures to enable collaboration, coproduction and effective decision making.
- Capture and escalate risks that relate to the core purpose of the Assembly through appropriate channels.
- Work collaboratively with statutory organisations to support sector resilience and enable a thriving and sustainable VCSE sector.

The VCSE Assembly is undergoing a “reset” with a new strategic direction, to build on the work and learning from the previous three years.

This role is a vital part of the collaboration and working in partnership with the ICB Research and Innovation team to help shape work to benefit the whole Integrated Care System.

Job description

Job Summary

To represent the VCSE Assembly and its members across governance and decision-making bodies as well as different workstream programmes across the Integrated Care System (ICS) at system and/or place level. To facilitate communication between public sector organisations and the VCSE sector, primarily through the two-way communication mechanism of the VCSE Assembly, as well as developing relationships across sectors to ensure strong communication is developed and maintained.

VCSE Assembly Board Members Key Functions:

- Representing the VCSE Assembly at meetings within the ICS; accurately representing the views of the VCSE Assembly and its members
- Have delegated authority to make decisions and agree actions on behalf of the VCSE Assembly, in line with the principles and vision of the VCSE Assembly.
- Being a credible representative of the VCSE Assembly with ICS representatives: promoting the sector as a whole.
- Raising the profile of the VCSE Assembly and its membership to generate awareness and interest amongst partners across the ICS and other relevant organisations; raising the profile of the benefits of working collaboratively with the VCSE sector.
- Facilitating communication between public sector organisations and the VCSE.
- Promoting the role of the VCSE sector as a quality partner in commissioning and service design/transformation.
- Seeking to create opportunities for strategic discussions, turning words into action for the wider VCSE sector.

VCSE Assembly Board Member Expectations:

- Be accountable to those who have nominated you.
- Ensure there is an ongoing dialogue between you and your nominating network.
- Ensure you have the capacity/time to undertake the role and be consistent in attendance of meetings as far as possible.
- Raise areas of discussion needing wider VCSE expertise when appropriate.
- Preparation for meetings and groups, for example, reading papers prior to a meeting, gathering views and feedback from the VCSE Assembly, attending pre-meetings.
- Feeding information from meetings, board, and other relevant forums/groups/conversations back to the VCSE Assembly and actively soliciting contributions and feedback from the membership. Completing and following up on any actions from different meetings and groups.
- Facilitating conversations and meetings between sectors and individual organisations.
- Maintaining impartiality when representing the VCSE Assembly; representing the sector as a whole, and not your own organisation or as an individual.



Role functions, specific for the Research and Innovation Lead:

Role title: Research and Innovation LEad

Responsible to: VCSE Assembly Board

Supported by: ICB Research and Innovation Team

Time commitment: Average 2 days per month

- Liaise closely with the ICB's Research and Innovation team, to consider how the ICS research and innovation strategy and actions integrates with and benefits from the experience of the VCSE sector.
- Use their existing knowledge and links across the VCSE sector to feedback research and innovation related themes, needs and priorities to the R&I team.
- Support the dissemination of information and communications relating to research and innovation to VCSE assembly members and wider VCSE representatives, where relevant.
- Feedback to the R&I team any challenges or opportunities experienced by the VCSE sector in identifying innovations.
- Support the R&I team to consider how best to engage and work with communities, citizens, patients and the VCSE sector to optimise the use of innovations.
- Support the R&I team with networking across the VCSE sector.
- Champion research and innovation and support the R&I team to further develop and embed a culture of research and innovation across the ICS, through the lens of the VCSE sector.
- Gather and represent the collective views of the VCSE sector on research and innovation needs / themes, as required.
- Support the ICS in the ongoing development of our innovation vision, principles, pathway, and strategy.
- Provide constructive feedback and represent the views of the VCSE sector related to research and innovation activities.

Person Specification:

- Will have experience of working across departments/organisations/systems and the ability to influence change
- Have experience of implementing an innovation or change management process
- Have experience/knowledge of research, ideally have experience with facilitating or leading research and innovation projects
- Have experience of facilitating workshops/training, working with members of the public as well as professionals across all levels, including senior leaders
- Knowledge of the barriers of engagement within the population of Norfolk and Waveney

Application and appointment process

The Research and Innovation Lead will be appointed through an Appointment Panel with senior representatives from across the ICS, including members of the VCSE Assembly, Integrated Care Board and Integrated Care Partnership.

A robust and transparent approach will form part of the appointment procedure to ensure effective management of conflicts of interest.

Please submit your expression of interest by our closing date of **12pm Monday 10th March**, by providing the following information on email to: nwicb.vcseassembly@nhs.net

- A comprehensive CV - no more than three sides, to reflect your key competencies and experiences in response to the job role.
- A supporting statement that sets out why you are interested in the appointment and how you meet the person specification - no more than two sides of A4
- A completed conflicts of interest form - this can be obtained by emailing nwicb.vcseassembly@nhs.net
- With your submission, please include the names and addresses of two referees. Referees will not be approached until the final stages and not without prior permission from candidates.

Please note, face to face interviews will take place on **Thursday 20th March 2025** at County Hall, Norwich. If for any reason you are unable make this date or need to do the interview virtually, please highlight in your application and we will make reasonable adjustments.

If you'd like to speak to a member of the VCSE Assembly Board for an informal and confidential discussion about the role please email nwicb.vcseassembly@nhs.net

Appointment details

Appointment

This role is an appointment and not an employed role. It is therefore not subject to the provisions of employment law except where discrimination is alleged.

Start date

Start date is negotiable, but we are ideally looking for someone to be appointed from 1st April 2025

Time Commitment

Estimated on average 2 days per month

Term

This role will be for an initial 12 months and if appropriate will be extended for up to 3 years in total.

VCSE Assembly Board members will have a 3-year term. VCSE Assembly Board members cannot sit for more than two terms in a row. Each Assembly Board member will work on average two days per month, unless agreed otherwise by funder or Chair.

Remuneration and Payment Arrangements

The role is eligible for remuneration, based upon 2 days per month.

This is paid at a day rate of £300

The payment arrangements will be agreed upon on appointment by the Chair.

Eligibility Criteria

To be eligible to stand as a candidate you:

- Must have experience of working in or with the VCSE in Norfolk and Waveney, whether in a paid or voluntary position.
- Must not be a person falling within any of the disqualification categories set out below
- Must demonstrate you meet the requirements of the role as described in the essential knowledge, experience and competencies above.

Applicants will be asked to complete a Declaration of Interest form. Any interest declared will be considered on a case by case basis.

Disqualification from Appointment

A Member of Parliament.

A person whose appointment as a board member (“the candidate”) is considered by the person making the appointment as one which could reasonably be regarded as undermining the independence of the health service because of the candidate’s involvement with the private healthcare

A person who, within the period of five years immediately preceding the date of the proposed appointment, has been convicted;

a) in the United Kingdom of any offence, or

b) outside the United Kingdom of an offence which, if committed in any part of the United Kingdom, would constitute a criminal offence in that part, and, in either case, the final outcome of the proceedings was a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine.

A person who is subject to a bankruptcy restrictions order or an interim bankruptcy restrictions order under Schedule 4A to the Insolvency Act 1986, Part 13 of the Bankruptcy (Scotland) Act 2016 or Schedule 2A to the Insolvency (Northern Ireland) Order 1989 (which relate to bankruptcy restrictions orders and undertakings).

A person who, has been dismissed within the period of five years immediately preceding the date of the proposed appointment, otherwise than because of redundancy, from paid employment by any Health Service Body.

A person whose term of appointment as the chair, a member, a director or a governor of a health service body, has been terminated on the grounds:

a) that it was not in the interests of, or conducive to the good management of, the health service body or of the health service that the person should continue to hold that office

b) that the person failed, without reasonable cause, to attend any meeting of that health service body for three successive meetings,

c) that the person failed to declare a pecuniary interest or withdraw from consideration of any matter in respect of which that person had a pecuniary interest, or

d) of misbehaviour, misconduct or failure to carry out the person’s duties;

A Health Care Professional or other professional person who has at any time been subject to an investigation or proceedings, by any body which regulates or licenses the profession concerned (“the regulatory body”), in connection with the person’s fitness to practise or any alleged fraud, the final outcome of which was:

- a) the person’s suspension from a register held by the regulatory body, where that suspension has not been terminated
- b) the person’s erasure from such a register, where the person has not been restored to the register
- c) a decision by the regulatory body which had the effect of preventing the person from practising the profession in question, where that decision has not been superseded, or
- d) a decision by the regulatory body which had the effect of imposing conditions on the person’s practice of the profession in question, where those conditions have not been lifted.

A person who is subject to:

- a) a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002, or
- b) an order made under section 429(2) of the Insolvency Act 1986 (disabilities on revocation of administration order against an individual).

A person who has at any time been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners for England and Wales, the Charity Commission, the Charity Commission for Northern Ireland or the High Court, on the grounds of misconduct or mismanagement in the administration of the charity for which the person was responsible, to which the person was privy, or which the person by their conduct contributed to or facilitated.

A person who has at any time been removed, or is suspended, from the management or control of any body under:

- a) section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990(f) (powers of the Court of Session to deal with the management of charities), or
- b) section 34(5) or of the Charities and Trustee Investment (Scotland) Act 2005 (powers of the Court of Session to deal with the management of charities).