

Ward Alliance Community Representative

Role Description

Ward Alliances Community Representatives will:

- Work alongside elected members and other Ward Alliance members to develop an agreed annual Ward Plan based on locally identified priorities
- Help services to improve
- Work alongside elected members and other Ward Alliance members to agree allocation of the Ward Alliance Fund
- Work alongside elected members and other Ward Alliance members to keep the wider community informed about the Plan, the decisions made to make it happen, and the way in which decisions were made
- Act as a voice for the views of the community in which they live

Roles and responsibilities of Ward Alliance Members:

- To regularly attend Ward Alliance meetings and to abide by the agreed code of conduct – attendance should be a minimum of 3 out of 4 meetings unless there are special circumstances (eg: illness)
- To encourage other residents to get involved in the Ward Alliance/Neighbourhood Network or other volunteering opportunities within the neighbourhood
- To stick to the agreed aims of the Ward Alliance, putting aside any personal needs or interests – and to promote them positively in the wider community
- To take a full and active part in discussions, including encouraging and supporting those who may be less confident to do so
- To ask for help, information or training where a lack of understanding may get in the way of making good decisions

To work constructively with elected members and other members of the Ward Alliance to:

- Actively seek the views of all sections of the wider community, in order to inform the priorities within the annual Ward Plan
- Map out the assets and talents within the wider community in order to actively involve as many residents as possible in activities which support it
- Jointly collect and analyse available data which can inform the development of local priorities for the annual Ward Plan
- Jointly agree decisions for the benefit of the wider neighbourhood based on community intelligence and other available information, in the form of an annual Ward Plan
- Collaborate with [new and existing] service providers to deliver and continue to improve both mainstream and commissioned services within the budgets available
- Review the success of the Ward Plan throughout the yearly cycle using a variety of methods, including community consultation through the Neighbourhood Network and other locally available groups/organisations/forums
- Jointly agree recommendations for priorities to be considered by the Area Council
- Jointly agree methods for promoting the Ward Alliance and its work amongst the wider community

Person Specification

When recruiting members of the Ward Alliance, we are looking for individuals who are:

- Passionate about making their community a better place to live and work for everyone, regardless of who they are or how they choose to live
- Enthusiastic about finding, involving, and helping others in the community to become more actively involved in their neighbourhood
- Able and willing to put aside their own individual needs and interests to consider what is best for the whole community – and willing to declare any personal interests that they do have
- Able and willing to act as an ambassador for the area by positively promoting the area and the work of the Ward Alliance in the wider community
- Prepared to take the role seriously by regularly attending meetings, reading papers sent out before meetings and asking for any help, information, advice, or training they might need to help them make the most of their role on the Ward Alliance
- Able and willing to carefully consider all of the information presented to them at Ward Alliance meetings before coming to any decisions
- Able to be respectful and courteous of the views of others in and outside of the Ward Alliance, and prepared to challenge those views in a calm and constructive way which is not personal or political
- Able to bring their expertise and experience to the table, but not to use it to harass or discriminate against others
- Able to conduct themselves inside and outside of Ward Alliance meetings in a way that other Alliance members would be proud of
- Willing to publicly support decisions made collectively by the Ward Alliance even when their expressed personal view may have been different
- Prepared to share knowledge and information in an open and trusting way and work collaboratively with other members of the Ward Alliance and its associated organisations and groups
- Aware that confidential information needs to remain within the Ward Alliance when stated