

Dorset Voluntary and Community Sector Assembly (VCSA)

Governance Board Member – Role and Skills Description

An opportunity to be at the heart of positive change

The Dorset Voluntary and Community Sector Assembly (VCSA) is recruiting new Governance Board Members to help shape the future of Dorset's voluntary, community and social enterprise (VCSE) sector. Following an internal skills audit, we welcome applications from people within Dorset's VCSE with the following skills and experience as stated in this information pack. We're looking for people who bring energy, collaboration, and insight — and who share our belief in the power of communities to create lasting change.

About the Dorset VCSA

The Dorset VCSA exists to bring together voluntary and community organisations of all sizes, ensuring the VCSE sector has a strong, influential voice within Dorset's Integrated Care System (ICS) and wider local partnerships.

Our mission is built around four key pillars:

- **Communication** – sharing information and promoting dialogue across the sector.
- **Representation** – amplifying diverse VCSE voices in strategic discussions and decision-making.
- **Engagement** – creating meaningful opportunities for participation and collaboration.
- **Collaboration** – building connections across the VCSE and with statutory partners to drive shared goals.

Together, these pillars underpin a thriving, trusted and connected sector that can respond effectively to local needs.

About the Governance Board

The VCSA Governance Board provides oversight and direction to ensure the Assembly operates transparently, inclusively, independently and in line with its values. Board Members act in a personal capacity — representing the sector as a whole rather than their individual organisations.

The Board:

- Oversees the Terms of Reference and strategic priorities of the Assembly.
- Oversees the DVCSA Business Strategy and Programme Director.
- Upholds the values and objectives of the Dorset VCSA.

- Provides accountability to the wider VCSE sector.

The Board currently meets monthly and works closely with Dorset VCSA partners and the operational team to guide delivery and development.

Role Purpose

As a Governance Board Member, you will:

- Contribute to the strategic direction of the Dorset VCSA.
- Support the development of strong, equitable partnerships with statutory bodies, health and care systems, and the wider community.
- Uphold the Four Pillars and values of the Assembly.
- Ensure the Board acts transparently, inclusively, and in the best interests of Dorset's VCSE sector.

Key Responsibilities

- Attend and contribute to Board meetings and discussions (approx. 10-12 per year).
- Provide insight, oversight and challenge to the VCSA's activities and priorities.
- Represent the views and experiences of the wider VCSE sector.
- Support the development of good governance and accountability within the Assembly.
- Declare any conflicts of interest and uphold the Nolan Principles of Public Life.

Values and Principles

Board Members are expected to demonstrate and promote the VCSA's shared values:

- **Open and Transparent**
- **Inclusive, Fair, Equitable and Accountable**
- **Accessible, Representative and Engaged**
- **Respect and Humility**
- **Honesty**

Skills and Experience

No one person will have all the skills listed below; the aim is to build a balanced and diverse team. We welcome applications from individuals who can contribute experience, insight, or lived experience in one or more of the following areas:

- Community-based or grassroots delivery
- Partnership working within the VCSE
- Collaboration with statutory or health partners
- Financial oversight and governance
- Leadership and strategic development
- Communications, advocacy, or digital innovation
- Equality, diversity and inclusion

We particularly encourage applications from individuals under 30, from ethnic minority backgrounds, and from women — to ensure our Board reflects the diversity of Dorset's communities.

Personal Qualities

We are looking for individuals who bring:

- Collaboration and teamwork
- Creativity and curiosity
- Sensitivity and respect for others' views
- Commitment and reliability
- Vision, optimism and pragmatism

Commitment

- Approx. **30 hours per year**, including preparation, reading and attendance at meetings (2–3 hours each).
- Meetings are held in-person (with virtual options available).
- Some travel within Dorset may be required (expenses reimbursed).

Remuneration

This is a **voluntary position**.

To support accessibility and inclusion, each Board Member will receive an **annual honorarium of £1,000**, plus reasonable travel and out-of-pocket expenses.

How to Apply

To apply, please download and complete the [Board Member Application Form](#) and submit it with two short letters of support from individuals within Dorset's VCSE sector via email to: adam.martel@dorsetvcsa.co.uk

If you would like to find out more about the role or arrange an informal discussion, please contact: adam.martel@dorsetvcsa.co.uk

Closing date: Thursday 20th November 2025

Interviews: Week commencing 1st December 2025