

Empowering Communities Partnership Steering Group Member – Role Description

Background

The Empowering Communities Partnership (ECP) supports Norfolk's Voluntary, Community and Social Enterprise (VCSE) sector to develop and build capacity through networking; training and events; advocacy and strategic voice; and support for volunteering. ECP brings together the expertise, perspectives and experience of its partners to offer an impactful programme of support, guided by the [NAVCA Four Pillars of Infrastructure](#) and informed by feedback from local VCSEs. More information about ECP can be found here: <https://www.ecnorfolk.org.uk/about-us/>

The role of the ECP Steering Group is to guide the Partnership's strategic direction and inform its priorities and activity. Please refer to the accompanying ECP Steering Group Terms of Reference document for more detail.

Steering Group members are expected:

- To share intelligence and learning from place-based and/or interest-based networks; raising any issues, concerns and opportunities that impact on our sector and those we support.
- To circulate key updates from your networks in advance of the meeting.
- To share communication between ECP, the VCSE sector and wider stakeholders.
- To champion and advocate for the best outcomes for VCSE organisations in Norfolk.
- To attend all Steering Group meetings or fully brief a substitute to attend in your place.
- To act as critical friend and sounding board to encourage and support the delivery of a progressive infrastructure offer.
- To work as part of a team with EC partners and other Steering Group members to bring in further funding and resources or link with initiatives elsewhere in sector.
- To contribute to co-designing sector research.
- To feed into ECP publications (e.g. State of the Norfolk VCSE Sector reports; Impact Reports).
- To review ECP Quarterly impact data.
- To contribute to planning for future 3-5 years of ECP.

Experience and expertise required

The expectation is that you will be employed in a senior role within your organisation and have a good understanding of the current issues impacting on the Voluntary, Community and Social Enterprise (VCSE) organisations of Norfolk. You will bring your expertise and/or lived experience in the issues facing communities and the challenges affecting the running of VCSE organisations. You will be well-connected with other VCSEs in your area of interest (either geographical or mission-focused) and able to advocate for the needs of these organisations. You will be prepared to disseminate and promote information from ECP to your networks and vice versa.

You will also be expected to have high standards of integrity and a commitment to transparency and accountability. Steering Group members will need to behave impartially, recognising they are there to represent the interests of their network or community.

Level of Commitment

ECP Steering Group meetings will be held Quarterly, initially face-to-face in Norwich, with subsequent meetings held in hybrid format. Each meeting will last 2 hours. Steering Group members are expected to attend all meetings or, if unavailable, to fully brief a substitute to attend in their place.

In addition to meeting attendance, Steering Group members will be expected to circulate a brief update from their networks via email in advance of each meeting. They may also be asked to review documents and provide comments before or following meetings.

Appointments will be made on a six-monthly basis initially and will be reviewed at the end of those six months. Following this, appointments will be reviewed annually.

Conflicts of Interest

You should make it clear at external meetings you attend that you are a member of the ECP Steering Group.

You must declare any conflict of interest to the Chair of the Steering Group meeting, which must be minuted.

Existing Steering Group members are: Voluntary Norfolk, Community Action Norfolk (CAN), FUSE Network, Norfolk Community Advice Network (NCAN) and Norfolk County Council. Advisory members are Tim Gardiner, Chair – Norfolk & Waveney VCSE Assembly and Amy Griffiths, VCSE Representative - Norfolk Business Board.

Payment

In recognition of the time commitment and any travel expenses involved, a nominal sum of £125 per meeting will be paid to your organisation, paid six monthly in advance.

Expressions of Interest

Applications for this role will be by expressions of interest (EOIs). In no more than 500 words, please tell us:

- Why you wish to apply to the ECP Steering Group.
- What skills and experience do you feel you can offer.
- What place-based and/or interest-based networks of VCSE organisations are you connected with and how will you ensure two-way communication between these and ECP?

Please also include your organisation(s), role(s), email address and telephone number.

In this first round of applications, we are keen to hear from those working in VCSE organisations of a range of sizes and based in a range of geographical areas. We strongly encourage those working in smaller organisations to apply.

Please send your EOI to enquiries@ecnorfolk.org.uk by **5pm on 11th May 2026**.