

West Yorkshire VCSE Sector Advisory Group

Open Call

Appointment of Chair

The Group

The Voluntary Community and Social Enterprise (VCSE) sector has a crucial role to play in ensuring that the benefits of devolution reach all our people and communities. In West Yorkshire this key sector:

- makes an estimated £5bn p.a. contribution to the West Yorkshire economy;
- produced by 5,700 registered and an estimated 7,400 unregistered organisations; and
- by a total of 126,000 volunteers and 32,000 employees.

That is why West Yorkshire's Combined Authority, Local Authorities and place Local Infrastructure Organisations has worked in partnership to set up a new VCSE Advisory Group which can be advocates, champions and ambassadors for this important and valued sector.

The Role we are looking to fill

Following the recent successful appointment of members of the new West Yorkshire VCSE Advisory Group, a Chair is now needed.

We are looking for an established and effective WY VCSE leader to fill the role to drive the work of the Group and represent it to stakeholders, including the Mayor of West Yorkshire Tracy Brabin.

What we are looking for

Expressions of interest are sought from established WY VCSE Leaders to fulfil the exciting and influential role of Chair to the Advisory Group, from candidates who will work in partnership with group members to develop the group's strategic objectives and effective ways of working, provide leadership and represent the collective voice of the group when required, and to ensure the efficient conduct of the group's meetings.

Skills and Experience needed

The successful candidate will have effective networking skills, the ability to represent the views of the Advisory Group, experience in the role of chair, an understanding of the changing political landscape in which the VCSE sector operates, and how to work effectively within it. The chair will build credibility within the group, wider sector and key partners, including the Mayor and Local Authority leaders.

The Commitment

It is expected that the time commitment for the chair to be approximately one day per month. Although all roles on the Advisory Group are voluntary, a support and development package is available at the discretion of the secretariat, to recognise the time commitment and to enable full participation including those working for smaller organisations.

The initial term of the appointment is proposed up to May 2028, with an extension or earlier change in chairing arrangements by consensus of the group. Secretariat support through WYCA officers post May 2028 will be subject to continued Mayoral agreement.

Appointment process and how to apply

West Yorkshire VCSE leaders wishing to be considered for the role of Chair are requested to submit an expression interest to the group secretariat setting out their suitability in writing (up to 500 words) to: vcseadvisory@westyorks-ca.gov.uk by cop **Friday 10th July 2026**.

Applications will be considered against the detailed proposed role expectations and attributes outlined in Annex A.

Shortlisted candidates will be required to be available to be interviewed in person in Leeds on the **morning of Monday 20th July 2026**. The Appointment Panel will be chaired by Alison Lowe, Deputy Mayor of West Yorkshire for Policing and Crime.

Annex A

Expectations and Personal Attributes

Overall, the Chair will provide support and guidance to oversee and shape the work and conduct of the Advisory Group, with the technical support of the group secretariat.

Through the group the Chair will also develop an impactful influencing position representing to the Mayor and her Strategic Authority (WYCA) the interests of VCSE sector organisations within West Yorkshire. The main expectations of the chair and personal attributes are as follows:

Expectations

- Run advisory group meetings that are focussed on delivering action and outcomes.
- Ensure that group complies with its own Terms of Reference (see Annex B), including standards in public life and conflicts of interest.
- Work with group members and partners to ensure that the best interests of the VCSE sector are at the forefront.
- Provide active, confident and visible leadership to the group, and feeding back to the group on the outcome of related activities, and represent the collective voice of the group when required.
- Support group members to develop their skills and capacity and maximise individual and collective contributions to the work of the group.
- Appoint to membership of relevant sub and other groups as appropriate, in consultation with group members.
- Ensure that the group receives relevant advice and intelligence when appropriate to promote evidence based ways of working.
- Keep up to date on the regional policy and political changes impacting on the VCSE sector in West Yorkshire.

Personal Attributes

- Chairing skills and previous experience
- Effective communication skills - both oral and written
- Networking skills – across the sector
- Co-design skills – ideally both policy and programmes
- Representing the collective views of the group and feeding back to the group
- Understand and value the diversity of our region's VCSE sector
- Ability to work effectively with a diverse team of professionals and sector and political leaders
- Local knowledge, including the geography of West Yorkshire, WYCA governance and political landscape, the role of local infrastructure organisations

Annex B

West Yorkshire VCSE Advisory Group

Terms of Reference

Purpose

The group will act as the VCSE sector's strategic point of contact with the Mayor of West Yorkshire Tracy Brabin and West Yorkshire Combined Authority, to collectively debate, influence and shape regional policy around the following strategic ambitions:

- An integrated transport system that works for our region;
- A regional economy that delivers inclusive growth;
- Tackling the climate emergency by creating a net zero carbon region, and
- Creating safe, cohesive and thriving communities

Members of the Advisory Group have a collective reach, communication and feedback channels to the over 13,000 VCSE organisations within West Yorkshire, and a vital role to play in ensuring devolution delivers real benefit to all of our communities.

Membership

- CEO Representation from five place Local Infrastructure Organisations (Voluntary Action Leeds, Third Sector Leaders Kirklees, Community Action Bradford & District, Voluntary & Community Calderdale, and Nova Wakefield District) (5 places – appointed)
- Place provider reps (1 local/place VCSE leader per district - appointed)
- Thematic representation covering funding, equalities and community wellbeing (3 places – WY VCSE Leaders – all appointed)
- A Chair to support and guide the work of the group and provide leadership (vacant).

Expectations

The expectation of all appointed representatives to the Advisory Group is that you will, as a West Yorkshire VCSE Leader:

- Be an ambassador, champion and advocate for the West Yorkshire VCSE sector in all you do.
- Champion equity, diversity and inclusion in all your work.
- Prioritise attendance at Group meetings, attending a minimum of three out of four (it is expected that meetings will be quarterly). Meetings will last 2 hours and require additional time for meeting preparation, gathering insight and feeding this into the group.
- Be accountable for ensuring a high degree of visibility of the Group's work to VCSE partners and acting as a conduit to and from the Group, representing and leading beyond your organisation in the best interests of all VCSE organisations.

- Co-design a shared work programme that drives the sector's strategic relationship with the Mayor of West Yorkshire and West Yorkshire Combined Authority, including strengthening and deepening collaboration, involvement, investment, and embeddedness within the sector.
- Co-design, with WYCA regional working principles, values and behaviours, in line with the national [Civil Society Covenant](#).
- Promise to uphold the [Nolan Principles of Public Life](#).
- The Group will not be involved in commissioning or funding decisions and you will actively work to manage any conflicts of interest.
- You will represent the entire sector, not your employing organisation, and maintain confidentiality within the group when required or requested.