



## Volunteer Role Description

### T.E.D. Commissioning Panel Volunteer

**Location:** This role will be based within East Lindsey; initially in the Louth or Mablethorpe area.

**Time Commitment:** 5 half a day meetings per year, plus half a day's preparation before each meeting.

**Responsible to:** The T.E.D. Volunteer Coordinator.

**Purpose:** To evaluate tender proposals for the delivery of activities and services for older people in the local area, and also to assist with developing annual commissioning plans.

**What is T.E.D.:** Talk, Eat, Drink (T.E.D.) in East Lindsey is a six year, Big Lottery Funded project which aims to bring people together, make community and social activities more accessible for those over 50, and decrease loneliness and isolation across East Lindsey. For the first two years we will be working across Louth, Mablethorpe, Alford, Skegness and their surrounding areas before extending further across the county.

**What's involved:** The T.E.D. Commissioning Panel is made up of nine members – representatives from three partner organisations with commissioning experience and a maximum of six local representatives (aged 50 and over). The Panel is facilitated by the T.E.D. Project Manager.

The Commissioning Panel helps us to develop our commissioning plans and have a say in the delivery of new services. The panel assesses tender proposals, scoring applications and providing recommendations for investment. These recommendations are then reported back to our Programme Management Group.

Commissioning volunteers will provide the panel with a valuable perspective on local need and ensure that older people are at the heart of our commissioning process.

**Skills and experience:** No formal qualifications are required for this role as full training will be given. We are looking for someone who:

- Is an East Lindsey resident who is 50 of over.
- Has a good understanding of their local area.

- Has a passion for improving their local community.
- Is comfortable reading tender applications.
- Is confident making judgements on each application to the rest of the group.
- Is critical but fair.
- Has an understanding of ethics and can represent T.E.D. in their local community in a positive way.
- Can abide by our confidentiality, equal opportunities and health and safety policy whilst volunteering with T.E.D.

**Conflict of Interest and Gifts:** In order to avoid actual or perceived conflicts of interest during the commissioning process all Commissioning Panel volunteers will be required to fill in a declaration of interest form during their induction process. Any conflicts of interest will also need to be declared at each panel meeting. Commissioning Panel volunteers are also required to declare any gifts received from individuals or organisations involved in the commissioning process to avoid claims of unfair influence. Further information regarding conflicts of interest will be given during training. If you would like to confidentially discuss any concerns please contact the T.E.D. Volunteer Coordinator on 01529 301 970.

**Our commitment to you:**

- We will involve volunteers in the T.E.D. project at all levels, making sure that the views and experiences of our volunteers help us shape the project.
- We will provide full training, with the opportunity for volunteers to complete further training and build their knowledge, as appropriate for their role.
- We will provide a full induction and ongoing support through our Volunteer Coordinator, and our three local Area Coordinators.
- We will provide references for future employment and volunteering opportunities, providing you have volunteered with us for at least three months.
- We will cover various expenses incurred through volunteering with us.
- We will update our volunteers regularly about how their role has made a difference.

- We will enable and encourage volunteers to meet and socialise regularly.

**Volunteer benefits:** This is a fantastic opportunity to meet new people, make new friends, develop your skills and interests and make a genuine difference to the lives of older people. You will receive full training and on-going support from the T.E.D. team to enable you to carry out your role.

For more information or an informal chat about the role, please contact Rhiane Green on 01529 301970.