East Sussex Community Voice: Board Member Recruitment Pack

July 2026

East Sussex Community Voice (ESCV) Community Interest Company (CIC) is open for new members to join our Board. We welcome interest from all sections of the community and look forward to receiving your application.

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East Sussex Community Voice CIC is a community interest company limited by guarantee, registered in England and Wales with company number 08270069.

Introduction

East Sussex Community Voice in East Sussex

East Sussex Community Voice (ESCV) CIC was established in 2013 to deliver the Healthwatch East Sussex and to develop other projects to help the public have a say in the design, commissioning and delivery of public services in the county.

We are now a staff team of 9 supported by 36 volunteers. In addition to Healthwatch we host the East Sussex Voluntary, Community & Social Enterprise (VCSE) sector Alliance and delivery a number of other projects. We play a key role in enabling people to have their say on the design, commissioning and delivery of public services.

ESCV income comes from a variety of sources but primarily from the local authority and NHS organisations.

Our vision:
Listened-to communities bringing about positive change.

Our missions:

- Strengthen the voice of communities and contribute to effective decision-making
- Generate insight and messaging that support services to be effective and inclusive
- Be forward-thinking, optimistic change makers
- We are independent, impartial and accessible to all

We aim to be at the heart of the local community, embracing diversity in East Sussex. We engage broadly and involve local communities, special interest groups, voluntary organisations, support groups, and the wider public in partnership so that their views can lead to genuine improvements in local services.

Our role is to promote and support local people to be more involved in their own care and how services are planned and delivered. In support of this, we are involved in strategic planning of health and social care services.

The evidence and insight we gather from the public is shared with policy makers, commissioners and service providers to help inform how services are improved. We work in partnership with other organisations who share our passion for public engagement and reducing inequality. For more information on our work please visit our website www.ESCV.org.uk.

The Health and Social Care Act 2012 established local Healthwatch organisations to act as the 'consumer champion' for both health and social care, for adults and children. Local Healthwatch are supported by a national organisation, Healthwatch England, which raises issues at the national level. Healthwatch is funded from central government via East Sussex County Council but operates completely independently of statutory organisations. Healthwatch is due to end in March 2027, but health and care will retain a statutory responsibility to obtain patient and public feedback.

The role of ESCV Board Members

Board Members are Non-Executive Directors of East Sussex Community Voice CIC under the Companies Act 2006. They set the strategy for the company and oversee the operational management of the organisation, led by the Chief Executive Officer, supported by a staff team and volunteers.

ESCV Board Members have a significant role to play in ensuring the company adheres to its principles, purpose and vision, legal constraints and duties, and operates in a moral and ethical way in the service of the local community. Specific responsibilities are outlined in the Role Description (see page 5).

Board Members can get involved in specific areas of activity. This ranges from engagement activities for finding out local people's views, to providing training, to drafting reports to influence service planners and providers.

Board Members are expected to spend a minimum of two days a month on Board matters, plus respond to emails and occasional evening meetings. Board Members are paid an allowance of £1,200 per annum and all reasonable out of pocket expenses are covered by the company.

The term of office will be for an initial period of 3 years and directors may serve two consecutive 3-year periods. The position of Board members will be reviewed by the Board after serving two consecutive 3-year periods.

Who Might Make a Good Board Member?

We currently have five non-executive directors (including the Chair) and one Chief Executive Officer. They span a broad range of experiences, skills and backgrounds, but we remain interested in people who could bring valuable additional experience or insights to our Board. The existing members have established East Sussex Community Voice (ESCV) over the past twelve years and created a sound foundation for our operations.

Diversity

The Board would particularly welcome interest from people who would increase the diversity of the Board in one way or another. Successful candidates will be required to have sufficient knowledge and experience to be able to make a positive contribution to the Board and organisation.

In running ESCV, it is essential the Board ensures the organisation seeks out and represents the views of *all* people right across East Sussex as part of our mission and operations. This is enshrined in our Equal Opportunities Policy.

Application and Selection

If you are considering applying and would like and would like to speak to someone then please contact Tahlia Lippett or Vicki Harrison-Carr on 01323 403 590 or info@escv.org.uk .

If you wish to apply for the role, please submit the following:

- a personal statement of 500 words detailing how you meet the Person Specification and criteria outlined in this document.
- a copy of your CV on no more than four sides of A4

Please submit your application by email to info@escv.org.uk or by hard copy to Tahlia Lippett at the address on the front sheet of this pack**.**

Under the Companies Act 2006, someone may not be a director if:

- they have been disqualified from acting as a company director (unless the court has given them permission to act for a particular company);or

- they are an undischarged bankrupt (unless they have been given permission by the court to act for a particular company).

Role Description

Post Title: Board Member of East Sussex Community Voice CIC

Purpose of the role: To act in the capacity of non-executive Director under the Companies Act 2006, contributing to the strategic direction of East Sussex Community Voice (ESCV) and ensuring effective service delivery, strong governance and management, in line with our constitutional and statutory obligations, and best practice.

Key roles and responsibilities:

1. To participate in setting, implementing and monitoring ESCV corporate objectives and core values, in keeping with our statutory purposes
2. To work with the Chair and other Board Members in setting the strategic plan and direction for ESCV and in promoting the organisation and our work
3. To set standards and budgets, and monitor the performance of ESCV to ensure compliance with constitutional, statutory, regulatory and contractual obligations, and to ensure that robust financial systems and internal control mechanisms are in place
4. To build successful partnerships with a range of key stakeholders, including the local voluntary and community sector, promote the purpose and values of ESCV and enhance our influence and effectiveness on behalf of local people
5. To consider, assess and challenge reports on local public services and on ESCV itself, to ensure that our public work and internal decisions are well-founded
6. To ensure decisions taken by the Board are in the best interests of ESCV and that our legal and moral responsibilities to the wider public of East Sussex are met
7. To regularly attend Board meetings, sub-committee meetings and working groups, and training events as required, and to make well-informed contributions to discussions and decision making
8. To contribute to, abide by and take collective responsibility for Board decisions, publicly supporting any decisions made
9. To undertake special tasks and/or responsibilities as agreed by the Board or one of its sub-committees, including representing ESCV at conferences, seminars and special events
10. To identify and maximise opportunities to generate additional income for the organisation, in keeping with its purposes and values

Person Specification

***Experience*:**

- Personal experience that would be of value to the Board, such as experience of disability or of local communities who may be disadvantaged in accessing public services, including health or social care, and/or other relevant experience.

- Demonstrable experience of getting things done and making a difference

- Experience of working as an effective member of a team or committee

- Experience of building and developing successful partnerships, alliances and working relationships

Knowledge and Skills

- Knowledge of particular value to the Board, such as strong knowledge of the range of different communities and support groups within East Sussex or other relevant knowledge, such as:

    - Business Development and income generation
    - Financial Management
    - NHS involvement, including clinical practice
    - Information technology and communications/marketing

- Strong communications and interpersonal skills, able to liaise effectively with a wide a range of stakeholders and audiences

- Strategic thinking and planning. Able to analyse complex information, including statistical data. Able to draw logical conclusions and contribute to rational decision making

- Good general understanding of public services, including health, social care and wellbeing issues and how these may affect people in East Sussex

- A solid understanding of good governance principles

Behaviours

- Listens to the views of the public and colleagues and takes a collaborative approach to Board work to achieve the best outcomes for the community

- Is innovative and flexible in their thinking

- Will be a role model of the behaviours, values and ethics of East Sussex Community Voice

Other

- Should live or work in East Sussex and demonstrate an interest in and knowledge of the make-up of the county

- Must be willing and able to assign at least one day a month to work on ESCV Board matters, including participating in a range of meetings, in addition to attending occasional evening or weekend meetings or events

End of Person Specification