CCIN Values & Principles Board –
Policy Project Sponsor Role Description

Purpose of the Role

The Project Sponsor's role is to act as a bridge between the Values & Principles (V&P) Board and the Policy Lab Projects, ensuring that each project's delivery and learning remain aligned with the CCIN's cooperative values and principles.

Sponsors provide light-touch guidance, observation, and reflection to help strengthen co-operative practice and learning emerging from each Project.

Sponsor reflection prompts for this role:
- Do I clearly understand the aims and intended outcomes for the project I'm sponsoring? *(You will need to refer to application documents held online at* https://www.councils.coop/funded-projects/current-projects/*)*
- Do I have any concerns with how this project is progressing which will need to be presented to a future Values & Principles Board?
(e.g. are timescales slipping, can the activities identified during the application be evidenced? Have all partners been involved?)

Key Responsibilities

1. **Connection and Support**
- Establish an initial connection with the assigned Project Lead to further understand the project's aims, timelines, and learning intentions.
- Offer support and encouragement throughout the project and provide feedback after Board meetings when the project has been discussed.

2. **Observation and Learning**
- Observe the project's development and note how cooperative values and principles are being applied in practice.

3. **Communication and Reporting**
- Provide summary insights to the Values & Principles Board during its quarterly meetings.
- Help ensure that project updates received by the V&P Board reflect both progress and learning from a values-based perspective

4. **Representation and Advocacy**
- Act as a champion for the project at the Board advocating the work of the project and the outcome it will achieve.
- Act as an ambassador for the Policy Lab within the wider network.
- Promote the project visibility and its contribution to CCIN's learning agenda.

Sponsor reflection prompts
- **What examples can I share of how cooperative Values & Principles are being embedded in this project?**
- **What challenges or tensions have emerged that could offer learning for other members?**
- **What messages or stories might help raise the project's profile across the Network?**
- **What will be the legacy of this project?**

Ways of Working

The relationship between the Sponsor and Project Lead is as a representative of the CCIN with the Sponsor's ability to recommend enhanced updates to Values & Principles Board and contribute into future discussions if a project breaches the terms of the original Contract.

The Frequency of contact can be agreed between the Sponsor and Project Lead — typically a short introductory conversation, periodic check-ins, and informal observation of key milestones or learning events.

Sponsors may join project meetings or workshops as observers, where appropriate, to deepen understanding of the prototype's approach.

Notes or learning reflections may be shared back through the V&P Board Secretariat or during quarterly reporting cycles.

Sponsor reflection prompts:
- **How often should I check in with the Project Lead to stay informed without creating an unnecessary burden?**
- **What's the best way for me to observe the project in action?**
- **How might I share reflections with the V&P Board in a concise and constructive way?**
- **What learning or good practice from my sponsored project could be shared more widely across the CCIN Network?**

Time Commitment

- Approximately 2–4 hours per quarter, depending on project activity levels.
- Contribution at V&P Board meetings to share updates and reflections.

Expected Outcomes

- Stronger connection between V&P principles and project delivery.
- Improved insight and reflection across the network.
- Richer quarterly updates to the V&P Board.