

VAL Jobs

Voluntary and Community Sector Development Officer



Job purpose:	<p>Working as part of the Sector Support Team, undertake delivery of high quality Voluntary, Community, Social Enterprise Sector/Public Sector Contracts and Project support services, ensuring VAL is able to meet future challenges facing the sector and is positioned for growth in direct services.</p> <ul style="list-style-type: none">• To enable and develop VCSE and volunteer- involving organisations and groups to develop, grow, become and remain sustainable through the provision of skills, knowledge, tools, advice and support needed to manage and run VCSE organisations.• To enable VCSE organisations around growth, governance, fundraising, volunteering and sustainability, providing strategic planning support and development to deliver effective high quality services.• To enable the VCSE and volunteer-involving groups to be active partners in influencing and shaping decisions and to develop and grow; increasing the quality and quantity of volunteering.• To support the development of VAL to be a recognised leader in delivering high quality support services to the VCSE Sector
Responsible to:	Team Manager
Responsible for:	Volunteers, some roles may support advisors

1. Main aims of the role

- Identification of the needs of the VCSE and volunteer-involving groups and development and delivery of programmes and projects to meet their needs. This includes allocated workload of one to one and group work for complex cases
- Effectively undertaking allocated workload of one to one and group work including complex cases and projects. This includes outreach work in line with contract/project delivery and role requirements
- Supporting and developing the VCSE and volunteer-involving groups to influence decisions through good policy/practice advice, scoping training needs provision and delivering training
- Providing opportunities for the VCSE and volunteer-involving groups to work collaboratively and share good practice developing collaborations and or consortia to meet contract/service priorities and identified need
- Raising the profile of the VCSE and volunteering in their roles in influencing decisions, delivering services and improving the lives of local people. Aply representing VAL, its services and the VCSE sector at meetings

- Developing opportunities and identifying resources for the VCSE and volunteering, increasing the quality and quantity of volunteering, developing and maintaining VAL's database and developing and delivering VAL's triage services
- Effectively and actively contributing to effective monitoring and performance reporting in line with funder requirements. This includes but is not limited to collating information, data, data analysis, strong case studies, intelligence etc. to enable effective performance reporting and monitoring
- Providing fundraising and specialist funding and policy advice and supporting VCSE and VAL with grant applications, bids, tenders and other funding applications, as required
- Promoting equality and diversity within the VCSE and volunteer-involving organisations and in VAL's service delivery

2. Main activities of the role to deliver the aims

- Plan, develop, coordinate, deliver and facilitate meetings, networks, workshops, training and events aimed at sharing expertise to help the sector grow and thrive
- Provide advice, support and training to VCSE and volunteer-involving groups and their people through one-to-one and group methods including asset based capacity building
- Build excellent relationships with local partners including public services and VCSE and volunteer-involving groups, including providing them with advice and support, advocacy and developing partnerships
- Provide up to date information and analysis of policy and partnership working in designated areas and support, motivate and develop VCSE representatives
- Provide a range of written information including briefings, leaflets, guides, promotional material and reports.
- Ensure effective and efficient provision of information, data, case studies, intelligence to support monitoring.
- Actively contribute towards Consultancy ideas in support of VAL sustainability, undertaking scoping of ideas with VAL Income generation Lead and supporting delivery of consultancy projects/ opportunities
- Implement human resources proposals, manage, mentor and support VAL staff and volunteers
- Work with colleagues to develop, deliver and performance manage projects

3. Supporting the development of VAL and its people

- Be an effective ambassador and representative for VAL
- Participate positively in the development of plans, projects, performance management and VAL organisational development
- Maintain data, statistics and information on VAL's work and to produce regular monitoring and promotion reports
- Actively participate in learning opportunities, including mentoring and peer learning to share and gain skills across VAL's people and keeping up to date with relevant changes in policy and practice
- Build and maintain effective relationships with colleagues including working collaboratively across VAL
- Be accountable to VAL and colleagues for your actions, actively supporting VAL's values
- Support volunteers to deliver aspects of VAL's work
- Ensure the health and safety of VAL's people and service users
- Encourage and promote equality and diversity inside and outside of VAL
- Carry out evening and weekend work as required
- Undertake any other reasonable duties in line with the aims of the post

Person specification

The person specification sets out the essential qualities that we are seeking for this post

Understanding of the VCS and volunteering	Understanding of the voluntary, community and social enterprise sector and volunteering, demonstrated by around three years' experience of work with VCSE and volunteer-involving groups, including: Supporting and / or delivering work to develop VCSE and volunteer-involving groups, improving their practice and developing and sustaining their resources; and / or Development and promotion of volunteering; and / or Influencing decision making; and / or Development of networking and collaborative working opportunities
General and project Management including case work	The ability to manage projects and caseloads engaging, motivating and supporting other people
Managing, Supporting, and working alongside people	The ability to manage staff and / or volunteers and to mentor and support colleagues, in particular other development and project officers, and advisers and administrators
Performance management	Experience of using performance management of service delivery including monitoring and evaluation
Facilitation and networking skills	Facilitation, networking and group work skills and the ability to work successfully with groups of different sizes and backgrounds
Developing and delivering learning opportunities	Developing training, workshops or other learning opportunities including needs analysis, programme design and development of resources

Experience of different communities	Working within different communities such as urban, suburban, small towns and / or rural and with a wide variety of voluntary and community sector organisations
Equality and diversity	Encouraging and promoting equality and diversity in the delivery of services and experience of working effectively with people from a range of backgrounds
Building relationships	The ability to build and maintain effective relationships with colleagues and partners in all sectors
Organisational skills	Taking personal responsibility and a proactive approach to planning and performance managing a varied and complex workload, prioritising demands and working to tight deadlines
Approach to work	A positive “can do” approach, the ability to be innovative, and flexibility to meet the demands of a changing environment
Presentation skills and oral communication	Excellent oral communication and presentation skills with a diverse range of people in a variety of situations, including the ability to represent the views of VCS and volunteer-involving groups to a wider audience
Written communication and developing information resources	Good writing skills, including developing information and resources for VCS and volunteer-involving groups, with evidence of translating complex information into clear and engaging materials
ICT skills	Proficient in ICT packages including word processing, email and internet, spreadsheets and databases
Hours of working	Able to work some evenings and occasionally at weekends
Travel	Ability to travel regularly within the city and county and occasionally nationally

This does not form part of your contract – July 2024