

## **VCSE & Community Development Officer, Community Impact Bucks**

**2 full-time roles, 35 hours per week - £27,000 per annum**

**Community Impact Bucks Office (Monks Risborough – our team is currently working mainly from home).**

Are you passionate about helping Buckinghamshire's communities, charities and voluntary groups to be strong and resilient? Could you provide information, advice and training, and support local communities to make a difference?

If you have experience of developing and delivering activities in a community setting, **or** knowledge of what it takes to run a voluntary, community or social enterprise (VCSE), this could be the role for you.

### **About us**

At Community Impact Bucks, we are passionate about helping people to get involved and make a difference in their communities.

- We support hundreds of communities and causes across Buckinghamshire **by helping charities and voluntary groups** to be the best they can be – perhaps by helping them find funding, run their organisation or find volunteers.
- **By helping local residents to find volunteering roles**, we support people who want to give back to their communities while at the same time help local charities to find the volunteers they may need to support vital services.
- And **through our community services**, we help to build strong, resilient communities and directly help people – the elderly, vulnerable and socially isolated – where we see an unmet need.

We are advertising a number of new roles that will take the charity into the exciting next phase of development and ensure we're strong, focused and better placed than ever to respond to our communities' changing needs and adapt to new opportunities and challenges, while making the best use of our resources and developing ambitious services for the future.

Our office in Monks Risborough has free parking and good bus and rail links. Our team is currently working mainly from home, but with access to the office when needed.

### **About you**

Passionate and experienced in voluntary and community action, you will have a flexible approach and relish variety in your work. While you won't have in-depth knowledge of all aspects of the work, you will be resourceful and enjoy working as part of a team, drawing on each other's skills and experience to find the best solutions.

Skilled at leading projects from ideas stage through to completion, you will take the lead on particular projects and knowledge areas, and be excited to learn and develop your expertise.

An excellent communicator, you enjoy building partnerships and working with people from a variety of backgrounds, with a strong awareness of diversity and inclusion value, and the ability to judge situations and personalities quickly and adapt style accordingly.

Your knowledge and experience might involve:

- Fundraising
- Volunteer management
- Running a charity, voluntary or community group, or social enterprise
- Impact evaluation
- Asset-based community development
- Developing and delivering activities in a community setting
- Lived experience of the challenges Buckinghamshire's communities face.

### **Key responsibilities**

Key tasks include:

- Leading and delivering projects
- Providing information, advice and training
- Monitoring and evaluation projects and activities
- Developing volunteer roles and supervising volunteers
- Developing new activities, partnerships and income streams
- Representing and advocating for communities, the sector and the Charity at partnership or public meetings and events.

For an extensive breakdown of the types of projects and responsibilities that you could be involved with, see the appendix to the job description.

### **Key requirements**

- A self-starter who is able to plan ahead, work independently, be self-motivated and use own initiative.
- Have a flexible approach, willing to try new things and test effectiveness.
- A team player with a positive, solution-focused approach.
- Experience of successfully leading projects from inception to close-down, including setting realistic delivery timeframes, meeting project objectives, and monitoring and reporting outcomes.
- Experience of successful partnership working and relationship building with key stakeholders including local authorities, voluntary sector and local communities.
- Able to work under pressure, multi-task and meet strict deadlines.
- Excellent organisational, planning and management skills, with strong attention to detail.
- Able to work outside normal office hours on occasion.

### **Diversity & Inclusion**

Community Impact Bucks is committed to challenging inequality and values the diversity of our communities in Buckinghamshire. We recognise that reflecting that diversity will only ever make our organisation better. We work to ensure an inclusive culture where colleagues feel welcomed and



supported to succeed and thrive. We encourage applications from people of all backgrounds, particularly those from under-represented communities.

### **How to apply**

For more information please [visit our website](#) to download the Job Description and application form.

To apply, please complete an application form explaining how your skills, experience and interests meet the Job Description and Person Specification.

Email your application to [recruitment@communityimpactbucks.org.uk](mailto:recruitment@communityimpactbucks.org.uk) with the subject 'VCSE & Community Development Officer' **by 9am on 30<sup>th</sup> November.**

Interviews will take place via video call – Teams or Zoom.