

## JOB DESCRIPTION

<b>Job Title</b>	<b>VCSE &amp; Community Development Officer</b>
Last review date	August 2020
Line Manager	Head of VCSE & Community Development
Base of Work	Community Impact Bucks Office (currently Monks Risborough) with some home working.
Hours	35 per week
Salary	£27,000
Contract	Permanent

## ABOUT US

### About the Charity:

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

We do this by:

- Supporting **people** to find volunteering opportunities, and develop their skills and knowledge through volunteering and training.
- Supporting **charities and other not-for-profit** groups with information, advice and training, and helping them to have a collective voice in matters that affect them and the people or environment they support.
- Working with **communities** to identify their needs, the solutions they want to see, and help them to make change happen.

Established in its current form in 2010, and with a 35-year history of supporting communities in Buckinghamshire, Community Impact Bucks is at the heart of the charity, voluntary and community, and social enterprise sector in the county (the VCSE sector). We are the nationally accredited Volunteer Centre, the Council for Voluntary Service, and the Rural Community Council for Buckinghamshire.

### About the VCSE & Community Development Team

Led by the Head of VCSE & Community Development, this team of staff and volunteers provides vital support to build strong, resilient communities across the county.

The team works to:

- Provide information, advice and training to help voluntary organisations get started, overcome challenges, develop and grow.
- Bring people together and support them to take collective action in their communities.
- Bring groups and communities together to have a collective voice in the issues that affect them.

### JOB PURPOSE

To support the design, delivery, evaluation and resourcing of programmes of support and development for communities and VCSE organisations in Buckinghamshire, leading on particular projects and specialist knowledge areas.

### KEY RESPONSIBILITIES & ACCOUNTABILITIES:

#### Project management

- Lead and deliver projects as part of a high-quality programme of support and development for the Voluntary, Community and Social Enterprise Sector and Communities in Buckinghamshire. (See appendix)
- Lead on specialist knowledge areas, including supporting the leadership team to develop strategies, policies and procedures, and advising/training VCSE organisations on the subject. (See appendix)
- Support the Head of VCSE & Community Development in the design, development and planning of the programme.
- Develop volunteering roles and recruit, induct and supervise a team of volunteers and associates to support the programme.
- Develop and deliver outreach and engagement activity.
- Induct and training new staff and volunteers about your areas of responsibility.
- Manage relationships with a wide range of stakeholders across the public, private and voluntary sectors to support the development of the programme and delivery of programme objectives.
- Represent and advocate for the Charity and the voluntary and community sector, at partnership or public meetings and events.

#### Information, advice and training

- Devise/update guidance and resources for VCSE organisations and communities on your areas of responsibility.
- Provide 1:1 advice, using coaching style to support service-users to identify/diagnose challenges, devise solutions, and develop actionable plans.
- Provide 1:1 advice to VCSE organisations and communities, using a coaching style to support service-users to identify/diagnose challenges, devise solutions, and develop actionable plans.

#### Impact, evaluation and research

- Support high-quality research that can inform service development and influence policy-makers, including the annual State of the Sector report.
- Monitor and evaluate projects and activities against programme outcomes and VCSE/Community needs.
- Ensure robust record-keeping and information maintenance.

#### Fundraising & income generation

- Develop and secure income sources, including grants and commissions and commercial income generation.
- Identify and develop partnership opportunities and manage relationships with funders and

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other key stakeholders.

- Support the Head of VCSE & Community Development to prepare budgets and plan and manage the allocation of resource to ensure the efficient and effective delivery of the work programme.

## SAFER RECRUITMENT

Community Impact Bucks is committed to safeguarding and ensuring the welfare of children and adults. This is a responsibility that is shared by all staff and volunteers.

The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment. We have safeguarding policies in place which staff/volunteers are expected to read at induction and keep up to date with any policy changes throughout their employment and/or volunteering experience. Regular training is provided.

This post may be subject to a Disclosure and Barring Service check.

## PERSON SPECIFICATION

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### About you

#### Essential

- A desire to effect positive change, and a genuine interest in communities and their well-being and development.
- A confident and able presenter and networker excited to act as an ambassador for the organisation.
- 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.
- Able to work outside normal office hours on occasion.

### Education and qualifications

#### Essential

- Evidence of ongoing professional learning and development

#### Desirable

- Degree level or equivalent experience.
- Qualified trainer.
- Project management qualification

### Experience

#### Essential

- Successfully leading projects from inception to close-down, including setting realistic delivery timeframes, meeting project objectives, and monitoring and reporting outcomes.
- Successful partnership working and relationship building with key stakeholders including local authorities, voluntary sector and local communities.

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- Working with people from a variety of backgrounds and a strong awareness of diversity and inclusion values.
- Using social media, video calls and other online communication channels.

### Desirable

- Working within the VCSE sector in a paid or voluntary role.
- Providing advice and support to organisations, in particular VCSE organisations.
- Coaching or training individuals and groups.
- Supervising staff and volunteers.
- Community consultation and engagement initiatives.
- Community development or community organising
- Working with people from marginalized/vulnerable/disadvantaged groups.

### Knowledge, skills and abilities

#### Essential

- Able to judge situations and personalities quickly and adapt style accordingly.
- Agile and proactive in approach to challenges and opportunities.
- Skilled at motivating and coaching others.
- Able to interpret data and evidence to inform decision making.
- Excellent verbal and written presentation skills which are clear, easily understood and tailored to a range of audiences.
- Able to work under pressure, multi-task and meet strict deadlines.
- Excellent organisational, planning and management skills, with strong attention to detail.
- Competent user of databases and the Microsoft suite of software.
- Ability to work collaboratively.

#### Desirable

- Excellent knowledge of the Voluntary and Community Sector, including legal frameworks, best practice and trends.
- Good understanding and experience of impact and outcome measurement and evaluation.
- Understanding of the structure of local authorities and the wider public sector.
- Skilled in relationship management and mediation both between professionals and with community groups.

### Other work-related requirements

- Either Full British driving licence and access to private means of transport or ability to demonstrate how you will meet this requirement.

## APPENDIX

In addition to the general responsibilities outlined above, each officer will be assigned specific projects and responsibilities. Examples of these include:

- Leading the training programme for the charity, including evaluation of training needs and opportunities, designing new training with the support of subject matter experts, agreeing learning outcomes, planning and leading on evaluation, preparing learning materials (presentations, exercises, handouts)
- Leading the advice programme for the charity, including evaluation of advice needs, identifying, securing and supporting pro bono expert advisors, planning and leading on evaluation.
- Leading on Community Development, including community organising, community-led housing, and community research.
- Leading on Governance, including supporting senior colleagues and Trustees to maintain policies and demonstrate best practice, and advising/training VCSE organisations on the subject.
- Leading on volunteering, including supporting senior colleagues to develop a high-quality volunteering programme, and advising/training VCSE organisations on the subject.
- Leading on volunteer brokerage, including the Volunteer Matching Service and Team Volunteering programme.
- Leading on Funding, including supporting the leadership team to develop funding strategies and plans, and advising/training VCSE organisations on the subject.
- Leading on Health & Safety for the charity, including maintaining policies, ensuring they are effectively implemented, and advising/training VCSE organisations on the subject.
- Leading on Safeguarding for the charity, including maintaining policies, ensuring they are effectively implemented, and advising/training VCSE organisations on the subject and advising/training VCSE organisations on the subject, and leading the DBS verification service.
- Leading on GDPR compliance for the charity, including maintaining policies, ensuring they are effectively implemented, and advising/training VCSE organisations on the subject and advising/training VCSE organisations on the subject.
- Leading the Community Buildings Service, providing advice and guidance to community buildings management committees, planning regular network meetings, overseeing subscriptions and record-keeping, working with Communications colleagues to plan communications, writing copy and providing content for communications, supervising expert volunteers, evaluating the service.
- Leading the Community Transport Service, providing advice and guidance to Community Transport Scheme management committees, working with Communications colleagues to plan communications, writing copy and providing content for communications evaluating the service.
- Leading on provision of Aylesbury Community Transport Scheme
- Leading the Pub Lunch Clubs project, identifying suitable locations and securing venues, recruiting, inducting and supervising local volunteer co-ordinators, negotiating with venues on cost, maintaining regular contact with venues and volunteers, monitoring attendance levels and value for money, evaluating the service.