

Information Pack

VCSE Alliance

Partnerships Manager



Voscur
Building Community Power



In this information pack you will find details of the role we are advertising: the VCSE Alliance Partnerships Manager. You will also find information on the benefits of working at Voscur, our culture, and how to apply.

An introduction from our CEO, Rebecca Mear

June 2026

Thank you very much for your interest in the role of VSCE Alliance Partnerships Manager at Voscur.

Voscur is the leading support and development agency for Bristol's voluntary, community and social enterprise sector, with a history of over 30 years. Our current services include:

- Strategic Development for Impact: driving positive change for the VCSE sector, amplifying the sector's voice and creating the conditions for organisations to thrive and deliver impactful outcomes.
- Partnership Brokerage and Leadership: bringing together the VCSE, public, and private sectors – allowing them to work together to empower system change and resolve gaps of provision in our communities.
- Capacity Building: strengthening the resilience of the VCSE sector by upskilling and supporting organisations at the heart of their communities – with a particular focus on equalities-led groups and priority wards of Bristol.



The VCSE Alliance is a collaborative network of over 200 voluntary, community and social enterprise (VCSE) organisations working across Bristol, North Somerset, and South Gloucestershire (BNSSG). Its mission is to improve the health and wellbeing of people and communities by enabling the VCSE sector to influence decisions and work alongside the BNSSG Integrated Care System.

Voscur is a co-founder and host of the BNSSG VCSE Alliance and plays a key leadership role through the Alliance Steering Group.

This role, funded by Assura, is an excellent opportunity for an experienced manager who enjoys working creatively to bring people together to achieve shared goals. The VCSE Alliance Partnerships Manager will lead a high-profile programme of work that supports collaboration across the sector and strengthens its influence within the BNSSG health and care system. If you are a confident relationship-builder, comfortable working in complex and changing environments and motivated by improving outcomes for communities, we would love to hear from you.

Please read the information pack and get excited about joining our team! If you have any questions, please contact us on 0117 909 9949 or at personnel@voscur.org for a chat before the closing date.

Rebecca Mear, CEO



Working at Voscur

Our people and culture

Our strength is in bringing together people with a diversity of thought, experience, and backgrounds, who work together as an effective team. Who we are changes over time, but our culture remains open, positive, and collaborative.

We believe it's important to be empathetic and respectful in our work with colleagues, clients, partners, and the public. Our staff are engaged in and passionate about their communities, trusted and knowledgeable, and take the time to listen to and consider the perspectives of others.

The environment we work in is warm and welcoming. We have regular (optional!) social activities and celebrate our successes together.

Where you'll work

Our main office space is in central Bristol, just on the corner of Queen Square. We have easy access to the harbourside and to the city centre. We're well served by buses, fifteen minutes' walk from Temple Meads station, and there are Tier parking spaces and cycle racks just outside the building.

Our staff work flexibly across the city. We have a regular presence at Knowle West Health Park, Easton Community Centre, and the Greenway Centre, and plenty of opportunities for outreach work in other local community venues. Finally, our flexible and hybrid working policies mean that staff are able to work from the comfort of their own homes when they need to.

Benefits

- Employer pension contributions at 7%
- 25 days pro rata of annual leave entitlement to use throughout the year...
- ...plus all bank holidays, and an additional three days (pro rata) paid leave during our End of Year closure (25th December – 1st January)
- Flexitime – our standard meeting hours are 10:00 – 16:00. Some of our staff work compressed hours, arrange their schedule around childcare needs, or simply choose to start work at 10am each day.
- Access to a cycle to work scheme and a home and tech discount scheme
- Access to an Employee Assistance Programme.



Job Title	VCSE Alliance Partnerships Manager
Job Purpose	Lead the design, development and delivery of a programme of work that strengthens the VCSE Alliance’s partnerships, influence and impact within the Bristol, North Somerset and South Gloucestershire (BNSSG) Integrated Care System (ICS)
Reporting to	VCSE Alliance Director
Posts Line Managed	<ul style="list-style-type: none"> • VCSE Alliance Partnership Development Officer • VCSE Alliance Project Support Officer
Projects, Contracts, and Budgets	VCSE Alliance Assura Community Foundation Grant
Relationships	VCSE Alliance members and Ambassadors, VCSE organisations, Voscur team, ICS partners, Local Authorities, Community health providers, and wider stakeholders across BNSSG.
Income Generation	Responsible for working with Voscur CEO, VCSE Alliance Director and Alliance Steering Group to identify opportunities for further investment in continuation and expansion of programme of work.
Salary	£40,748 per annum FTE (£33,038.92 actual) plus 7% employer pension contribution.
Hours	30 hours per week.
Contract	18 months fixed term
Location	This post is based at the Voscur office (Royal Oak House, Royal Oak Avenue, Bristol, BS1 4GB). Regular presence at community venues across Bristol, North Somerset and South Gloucestershire will be required. Voscur operates a Hybrid working approach in which all members of staff can participate.
Our Approach	<p>We take a highly supportive, flexible approach to enabling people to excel within their roles, and to reach their full potential. Examples include:</p> <ul style="list-style-type: none"> ✦ Flexible working – we encourage people to put in flexible working requests where this supports their needs; including caring duties, long-term health conditions, or wellbeing. ✦ Hybrid working – 60% in the office or community venues and 40% work from home, by request, is typical for our full-time staff. ✦ A core day in the office for all staff (Tuesday) to ensure that hybrid working works well, facilitating the quick conversations and team discussions that benefit from being face-to-face. ✦ On our core day, our team members have organised weekly wellbeing lunches to bring people together over lunchtime. Activities have included walks around the harbourside, picnics in Queen Square, and craft activities.

- ✦ We don't book any group meetings before 10am or after 4pm, as we anticipate working around different people's flexible needs and we don't want you to miss out if you need a late start or an early finish.
- ✦ We ensure that all staff get a regular 1:1 Support and Supervision with their line manager, and a robust annual Appraisal – but we also have a team-centred workplace culture, so you will see colleagues and your manager much more regularly than that.
- ✦ We aim to ensure that everyone can bring their whole selves to work, with a workplace culture that embraces diversity and recognises the benefits of a diverse team for us all.
- ✦ We offer you a highly collaborative workplace with lots of discussion, knowledge-sharing, a collective approach to solution-finding and a shared sense of purpose.

Main Purpose

Lead the design, development and delivery of a programme of work that strengthens the VCSE Alliance's partnerships, influence and impact within the BNSSG Integrated Care System (ICS).

Working collaboratively with VCSE organisations, Alliance partners and ICS stakeholders, the post-holder will identify opportunities to strengthen collaboration across the sector, build evidence of the sector's contribution to wellbeing and health, and increase the visibility and influence of the VCSE sector within system decision-making.

About the VCSE Alliance

Voscur is a co-founder and host of the BNSSG VCSE Alliance and plays a key leadership role through the Alliance Steering Group.

The VCSE Alliance is a collaborative network of voluntary, community and social enterprise (VCSE) organisations working across BNSSG. Its mission is to improve the health and wellbeing of people and communities by enabling the VCSE sector to influence decisions and work alongside the BNSSG Integrated Care System.

Launched in 2024, the Alliance has grown to include more than 200 participating organisations, with a wider reach of over 5,000 VCSE organisations across the region.

Funded by the Assura Community Foundation, this programme of work will build on the Alliance's early successes by strengthening partnership working, developing evidence of the sector's impact, and increasing VCSE engagement and influence across the health and care system.

Key Responsibilities

- 1. Strengthen the Alliance's approach to collaboration and partnership working within the VCSE sector**
 - 1.1. Review, map, and keep up-to-date existing VCSE Alliance partnerships, networks, and mechanisms for collaboration.
 - 1.2. Identify opportunities to strengthen partnership working and collective action approaches across the VCSE sector and existing networks.
 - 1.3. Design and deliver initiatives that support greater collaboration, shared learning and engagement among Alliance members.
 - 1.4. Support the ongoing development and sustainability of the VCSE Alliance as an innovative collaborative network.
 - 1.5. Work with the VCSE Alliance Director to identify opportunities to evolve the VCSE sector's system partner role further, within the wellbeing and health context.

- 2. Build and promote evidence of the VCSE sector's contribution to wellbeing and health**
 - 2.1. Develop approaches to capture and communicate the impact of VCSE organisations on wellbeing, health and community outcomes.
 - 2.2. Support the creation of communication assets that demonstrate the value and contribution of the VCSE sector.
 - 2.3. Amplify and promote the VCSE sector's contribution through strategic communications and engagement activities.

- 3. Increase VCSE influence and engagement within the Integrated Care System**
 - 3.1. Identify opportunities for the VCSE sector to contribute to strategic priorities across the Integrated Care System.
 - 3.2. Support VCSE engagement in emerging programmes and priorities, including neighbourhood health and associated models.
 - 3.3. Monitor developments within the health and care system and identify opportunities for Alliance members to engage and influence.
 - 3.4. Identify and shape new ways for the Integrated Care System to understand the VCSE sector's role and its potential.

- 4. Programme leadership and development**
 - 4.1. Lead the planning, delivery and evaluation of the Assura-funded programme of work.
 - 4.2. Develop project plans, milestones and outcome measures.
 - 4.3. Monitor progress, write and prepare reports for the funder.
 - 4.4. Work collaboratively with the Alliance Steering Group to shape priorities and respond to emerging opportunities.
 - 4.5. Ensure learning from the programme informs the future development of the VCSE Alliance.

5. Team and line management

- 5.1.** Provide effective, supportive, person-centred line management to the Project Development Officer and Project Support Officer, including recruitment, induction, support and supervision, setting and monitoring performance objectives, training and development, and annual appraisals.
- 5.2.** Understand and implement Voscur's Thriving at Work approach, to enable staff to reach their own potential.
- 5.3.** Maintain HR records (support and supervision, appraisal, sickness, annual leave) for directly-managed staff.

6. General (expected of all employees)

- 6.1.** Commit to advancing equity, eliminating discrimination and fostering good relations between people and groups.
- 6.2.** Keep informed of relevant legislation, policy, and good practice developments.
- 6.3.** Contribute to other Voscur projects from time to time.
- 6.4.** Carry out duties in compliance with Voscur's policies.
- 6.5.** Keep up-to-date records and contribute to Voscur's information services.
- 6.6.** Participate in staff meetings, supervision, appraisals, and training as agreed with line manager.
- 6.7.** Contribute to agreed Monitoring and Evaluation of work and projects, and contribute to regular and annual reports.
- 6.8.** Work in accordance with current legislation.
- 6.9.** Be responsible for your own safety, and not endanger that of colleagues / visitors in the workplace.
- 6.10.** Undertake occasional out of hours work, as directed by the CEO or Board of Trustees.
- 6.11.** Contribute to implementing and developing Voscur's marketing strategy in ways relevant to the role, and support the development of new business opportunities.
- 6.12.** Act as an ambassador for Voscur and positively contribute to the delivery of Voscur's marketing and communication strategies.
- 6.13.** Undertake other reasonable duties commensurate with the grading for the post.

Person Specification

Skills and Attributes	Essential	Desirable
Strong relationship-building and interpersonal skills	✓	
Excellent communication, facilitation and presentation skills	✓	
Ability to engage and work effectively with a range of stakeholders	✓	
The ability to work independently, identify opportunities and turn ideas into action	✓	
Strong project and programme management skills	✓	
The ability to be comfortable in uncertain, ambiguous contexts and shape opportunities within such contexts	✓	
Adept at working in complex, fast-paced environments.	✓	
Excellent written English and the ability to communicate in plain language to a range of audiences.	✓	
High level ICT skills, specifically in relation to the use of relevant computer applications, e.g. Microsoft Word, Excel, PowerPoint and Outlook.		✓
A high level of administrative competency, including strong organisational and time management skills.		✓
Ability to work effectively to meet deadlines and manage risks.	✓	
Knowledge	Essential	Desirable
An understanding of the VCSE sector and its role in improving health and wellbeing	✓	
Knowledge of partnership working across health and care systems		✓
Understanding of inequalities and how to tackle them	✓	
Understanding of community-led approaches		✓
Knowledge of Integrated Care Systems		✓
Experience	Essential	Desirable
Experience of working within or alongside the VCSE sector	✓	
Experience of working across multiple stakeholders or partnerships	✓	
Experience of managing complex projects or programmes	✓	
Experience of influencing systems or policy		✓
Experience of developing strategic communications and engagement programmes		✓

Timetable and Recruitment Process

Recruitment Policy

Voscur is an Equal Opportunities employer, and we actively encourage applications from all backgrounds and communities.

Equity and diversity are very important to our diverse VCSE sector and population. We are keen to increase the diversity of our team, and welcome applications from people whose communities are currently under-represented – particularly people with lived experience of poverty and people from global majority communities. As part of our commitment to inclusion, all candidates who disclose that they are from those communities and meet the essential criteria will be invited to interview.

We will make reasonable adjustments to the interview process if you need something different or additional – for example, if you have a disability, long-term health condition, or caring responsibilities. Please do let us know in the application form.

Timetable

Deadline for applications: 11:59pm, Monday 6th July.

Interviews:

The afternoon of Wednesday 22nd July or Thursday 23rd July. Interviews will take place in person in Bristol City Centre.

Recruitment Process

Download the forms from the Voscur website: <https://voscur.aideportal.co.uk/jobs/2043>

Please complete and send the following forms to personnel@voscur.org:

- Application form (note that we do not look at CVs)
- Diversity monitoring form

We recommend that you read the job description and person specification thoroughly and use the application form to tell us how your experience, skills, and knowledge make you the ideal candidate.

The recruitment panel will review your anonymised application form; the remainder of the details collected will be used for the appointment of the successful candidate and to ensure that our recruitment process is accessible.

Registered Charity number 1148403. Company limited by guarantee number 3918210.

END OF DOCUMENT