



Recruitment Pack

Capacity Building Development Officer

Closing Date: Sunday 14th April 2024

Interview Date: Friday 26th April 2024

Who we are

At Bury VCFA we're proud to champion the vital role the VCSE sector plays in the lives of the people and communities of Bury.

Set up five years ago, Bury VCFA is here to develop the capacity of VCSE sector groups and organisations and connect people to the wealth of volunteering opportunities in the Borough.

We support the voice of the VCSE sector through our networks and strategic representation across a wealth of themes including health and social care, children and young people, community safety, skills and employment and the environment.

We promote the sector, championing its' role strategically and acting as a catalyst for the sector's involvement in the design and delivery of local services.

We are looking to add to our committed team of staff to ensure we continue to deliver quality services that meet the changing needs of the VCSE sector in Bury.

For more information about our services, please visit www.buryvcfa.org.uk



How we work and what we do

Our work aligns with the four key functions of Local Infrastructure as identified by NAVCA (National Association for Voluntary and Community Action) for which we're proud to have received accreditation in April 2023.

We provide volunteering and organisational development support to the VCSE sector in Bury - helping to build its capacity to enhance the quality of life for individuals and local communities. We promote the sector, championing its' role strategically and acting as a catalyst for the sectors' involvement in the design and delivery of local services.

PARTNERSHIPS AND COLLABORATIONS



Creating opportunities and driving effective joint working by building networks of local organisations and strategic partners.

LEADERSHIP AND ADVOCACY



Mobilising and encouraging community action, strengthening our sector's voice and influence on key decision-makers and funders.

CAPACITY BUILDING



Providing practical support and opportunities for people to develop skills in their local community, so that they can achieve their goals and aspirations.

VOLUNTEERING



Building an environment in which volunteers and their communities thrive, by encouraging and nurturing volunteering opportunities.

**At Bury VCFA we
offer a range of
benefits to ensure
you feel supported
and connected**



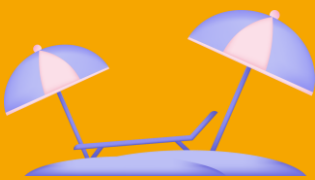
**35 hour full time
working week**



**Flexible working
policy**



**Real Living
Wage Employer**



**25 days annual leave
plus bank holidays
(pro rata)**



**Additional holidays
for continuous service**



**Training and
development
opportunities**



**IT resources to keep
you connected**



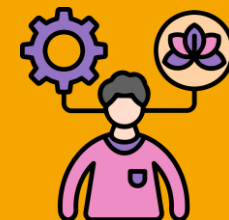
**Career progression
opportunities**



**5% employer
pension
contribution**



**Regular team
meetings and
networking**



**Monthly supervision to
share work practice**

Capacity Building Development Officer	
Salary	£25,000 - £26,500
Hours of Work	Full Time (35hrs per week)
Contract	Permanent
Benefits	5% Pension Contribution 22 Days annual leave + 3 concessionary days + bank holidays
Location	Hybrid (Home / Office / Community)
Responsible to	Capacity Building Coordinator
Special Conditions	Occasional evening or weekend work
Area of Work	Bury with occasional travel across Greater Manchester

Who we're looking for

This post is part of our capacity building team which delivers the key work of Bury VCFA. The team aims to build the capacity, capability, and sustainability of the voluntary, community and social enterprise sector (VCSE) in Bury. Ultimately ensuring a vibrant VCSE sector in Bury and improving the quality of life for local people.

The role is borough-wide and will see you undertaking direct work with VCSE groups and organisations within Bury. This may be providing individual information, advice and guidance, delivering a training course, supporting our VCSE networks/forums or representing the sector at a meeting or event.

What you'll be doing

This role is as diverse as our sector! No two weeks are the same. But ultimately, we are looking for someone:

- With the ability to communicate with a wide and diverse range of people in a culturally sensitive way.
- Who can support and understand a wide range of groups from mutual aid and small community groups to larger charities and social enterprises.
- Who can build strong and trusting relationships with VCSE organisations and can be a representative of Bury VCFA in the community.
- Who has a problem-solving approach – with patience, listening skills and the ability to provide a professional challenge if needed.
- Who has the passion and skill to work as part of a team to support the VCSE sector and genuinely improve the quality of life for people living in Bury.

Delivery of high-quality advice and guidance to VCSE groups and organisations.

Our team provides advice, support, and guidance over a diverse range of topics that cater for the diverse range and scale of organisations in Bury. This will include:

- Start-up support and governance
- Business planning/growth
- Compliance including policies and procedures.
- Income Generation – Fundraising, Bid Writing, Enterprise and Tenders
- Workforce development including managing and recruiting volunteers.
- Demonstrating impact including social value
- Developing networks and working in partnership

Developing and delivering professional development, training and resources to meet the sector's needs

Work collaboratively with the Capacity Building Coordinator and the wider team to provide activities and resources that meet the needs of VCSE organisations to develop their skills and knowledge including:

- Develop and deliver high-quality training and workshops.
- Create resources and factsheets to support our training and development offer.
- Working with our Communications and Engagement Officer to signpost and promote relevant external events and activities.

Community Engagement and Partnership Working

- Building positive working relationships with VCSE groups and organisations, statutory partners, commissioners, and funders.
- Support groups to network with other VCSE groups and organisations and link into relevant partnerships and network meetings including those supporting the Bury Neighbourhood Model.
- Provide general support and facilitation to VCSE Forums and events within Bury including supporting focus groups and co-production work within communities.

Promotion and Communications

- Monitor, gather evidence and report on agreed outcomes from all relevant aspects of the work –contributing towards our monitoring and evaluation, as well as our marketing and communications
- Able to maintain and update organisational information on appropriate databases and recording mechanisms.
- Working as a team with the Communications and Engagement Officer:
 - Develop activities linking into and considering the awareness week calendar e.g. volunteers week, trustee week etc or campaigns e.g. Living Wage
 - Produce case studies to raise the profile of our work and the sector including respective thematic groups and opportunities in communities across the Borough.
 - Distil relevant information and create clear and meaningful reports, articles, and updates for the Bury VCSE sector.

Person Specification

Skills
Excellent written and verbal communication skills.
Good project management - able to plan, deliver and evaluate projects and keep accurate records.
Use initiative; organising and prioritising own workload within an agreed plan.
Ability to network and work in partnership with people from a wide range of organisations, including voluntary, statutory or other agencies.
An ability to research, understand and apply to practical circumstances a range of policy, strategic and legal information.
Ability to assess the strengths and weaknesses of organisations and to design a programme to support their development.
Confidence using digital technology including office applications and video conferencing.

Knowledge
Knowledge and understanding of Bury – the place and its people.
Knowledge and experience of capacity-building techniques, asset-based community development and awareness of co-production.
An understanding of the governance and policy issues facing VCSE organisations.
Technical expertise in the following areas: <ul style="list-style-type: none"> • Governance and compliance within VCSE organisations, in particular setting up groups and organisations (Essential) • Policies and procedures for VCSE organisations (Essential) • Safeguarding (Essential) • Funding, identifying suitable programmes and writing bids (Essential) • Evidencing impact and outcomes (Essential) • Business and Financial Planning (Desirable) • Social Enterprises (Desirable) • Tendering and Commissioning (Desirable) • Social Value (Desirable)

Experience
Experience working with/within the VCSE sector.
Experience in community development or related field (paid or unpaid).
Experience in supporting organisations and people to develop their capacity and operate to best practice.
Experience in creating and delivering quality participative training and workshops to a diverse range of people.
Experience of developing good practice policies, procedures and tools such as information guides and template documents.
Experience in organisation and facilitating meetings, activities and events both online and in-person.
Experience in assisting and working with individuals and groups to become involved in the development of their communities.
Experience working with and relating to people from diverse backgrounds.

Behaviours
A commitment towards Bury VCFA's mission in supporting a vibrant Voluntary, Community & Faith sector in Bury.
Able to network and positively represent the organisation
Able to work flexibly – including evenings and weekends.

A commitment to equality, inclusion, positively promoting diversity and challenging inequality.

A commitment to your own personal training and development.

Other Duties

To take responsibility for individual administration, attend team meetings and mandatory training.
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To act as a secondary key holder for Bury VCFA supporting access to the building during normal working hours.

To perform any other duties commensurate with these responsibilities, the needs of the organisation, the grade of the post and the skills and qualifications of the postholder.

This job description is intended as an outline of the general areas of activity and responsibility for the post holder and may be amended in light of the changing needs of Bury VCFA.

To apply for this position, please submit:

- Your CV (2 pages max)
- A supporting statement which describes how you meet each of the competencies in the person specification (2 pages max)
- An equal opportunities form
- Please return your CV and supporting statement to admin@buryvcfa.org.uk by 5pm on Sunday 14th April 2024

Key reading:

- [Bury LETS Strategy](#)
- [Bury Volunteering Strategy](#)
- [Bury VCFA Strategic Plan 23-26](#)