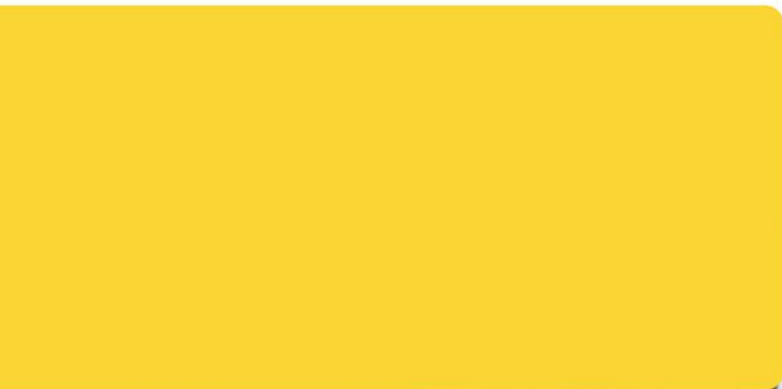
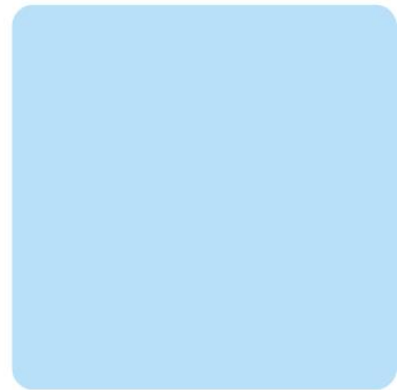




# Nova Job Application Pack



Thank you for your interest in the Communications Officer role at Nova Wakefield District. In this pack, you'll find background information about Nova, and details about our application process.

## About Nova

Nova is a local charity that supports Voluntary, Community and Social Enterprise (VCSE) organisations in Wakefield District to thrive. This includes a wide range of community groups, charities, social enterprises and clubs working in the area.

We are what's known as a **Local Infrastructure Organisation** ('LIO') – an embedded presence in a local area with in depth knowledge of our unique local VCSE sector, the context they are working in, and how they fit into local systems.

### What does our work look like in practice?

We have three main areas of work:

**Capacity building**

**Leadership and advocacy**

**Funding**

The VCSE organisations we support through these areas of work are our members (more on that later in this handbook) and we have over 500 active members.

**1. Capacity building** covers our 'offer' for VCSE organisations to help them develop and grow.

This looks like:

Tailored 1-1 advice and use of our diagnostic tool, regular workshops, networking opportunities, curated information through mailings and our website, and access to resources.

We present this as three levels of support.



Scope: we directly support around 300 VCSE organisations a year.

Impact: 73% of members surveyed say that Nova has helped them to grow and develop.



**2. Leadership and advocacy** covers our work providing a voice for the VCSE sector and influencing policies and practices.

This looks like:

our VCSE Voices project, where we recruit and support advocates from the VCSE sector to attend boards with the Health and Care Partnership and Local Authority to establish representation of the VCSE sector's voice in decision making.

Scope: 20 VCSE Advocates supported to influence strategic decision making in 2024-25.

Impact: changes made to local policies and a significant increase (35%) in the proportion of Nova members who feel that the opinions of the VCSE sector are being heard.

**3. Funding** covers our work securing resources for the VCSE sector.

This looks like: administering grant funding to financially support the work of local VCSE organisations. Through our involvement and administration of the Community Investment Gateway, we advocate for fair and transparent funding practices and work to attract new funding into the sector.

Scope: we distributed £658,428 to 38 organisations through contracts and grants in 2024-25.

Impact: we have helped organisations to keep their doors open, and established the Gateway as an *Open & Trusting* funder.

The VCSE organisations we support through these areas of work are our members (more on that later in this handbook) and we have over 500 active members.

Find out more about our work on our website: [www.nova-wd.org.uk](http://www.nova-wd.org.uk)

## Working at Nova

We are a small organisation with around 13 staff working at the Nova Office. There are three teams: the Senior Team; Operations Team; and Adviser Team. We also employ around 20 staff who are seconded to the South West Yorkshire Partnership Teaching NHS Foundation Trust and work in the [Live Well Wakefield](#) social prescribing service.

*“It’s a very supportive workplace and everyone has a positive attitude, which makes for a friendly working environment. I feel grateful to be part of a wonderful team” – employee feedback from our staff survey.*

It’s important to us to build an inclusive culture where our staff feel valued and able to contribute to our vision. This means providing equal opportunity to all applicants and treating staff and applicants with respect.

We’re working on this by:

- **Being a Mindful Employer** – we have signed the charter to demonstrate our commitment to better mental health at work.
- **Being a Living Wage Employer** – we pay staff based on the cost of living.
- **Being part of the Wakefield Wellbeing Charter** – we joined the charter to access health and wellbeing initiatives for our staff.
- **Being an accredited Menopause Friendly Employer** – we are committed to maintaining policies, practices, training, and a culture that makes sure our staff have the guidance and support they need around menopause.



Members of the team at a bi-monthly wellbeing session at Newmillerdam.

## Reward Package

Nova employees receive a full reward package, which includes:

- Blended home and office working
- Flexible working hours
- Employee Assistance Programme
- Staff Rewards Programme
- 5% salary contribution to a pension scheme
- A range of enhanced policies and practices to ensure a supportive and inclusive workplace
- Annual pay reviews

## Job share and secondment

All of our full-time roles are available for job share. We would also consider a secondment opportunity for this role.

## Meet the Team

Meet our staff below, so you can put a face to a name and understand the different roles in our team.



**Maddy Sutcliffe**  
CEO



**Natalie Jones**  
Head of Operations



**Julie Baker**  
Adviser Manager



**Scott Copeland**  
Contracts & Grants  
Manager



**Helen Orlic**  
Interim Manager



**Emma Steadman**  
Finance Manager



**Alice Edinburgh**  
Communications  
Manager



**Helen Betts**  
Project Lead –  
Gateway



**Amna Waqar**  
Business Support  
Officer



**Rachel Hale**  
Lead Community  
Mental Health Builder



**Elsie Heslam**  
Membership and  
Networks Coordinator



**Martin Brennan**  
Nova Adviser



**Andy Cable**  
Nova Adviser



**Kaylee Thompson**  
Warwick Ahead  
Community  
Development Worker

## How to Apply

Applications Forms should be completed online. If you require an alternative format, please contact the Nova team at [jobs@nova-wd.org.uk](mailto:jobs@nova-wd.org.uk) or 01924 367418.

### Application timeline

- **Tuesday 9 June** applications open
- **Sunday 5 July at 9pm** applications close
- **Thursday 16 July** interviews

### What to expect

It's important to us that everyone is welcomed and supported at Nova, and we aim for our recruitment practices to reflect that. This means that we:

- Won't close applications earlier than the advertised closing date, as we know this disadvantages people who rely on having the whole application window.
- Provide some interview questions in advance, so we're not putting you on the spot and give you time to process what you want to share with us.
- Are open to any requests you have to adjust our application process so that it is accessible to you.

## **Any questions?**

If you would like to have an informal discussion about this role, please contact Alice Edinburgh at [alice.edinburgh@nova-wd.org.uk](mailto:alice.edinburgh@nova-wd.org.uk) to arrange a time.

Thank you for your interest in working at Nova and we look forward to hearing from you.

