

VOICE4CHANGE ENGLAND

JOB DESCRIPTION

(March 2024)

JOB TITLE	: INFRASTRUCTURE AND DEVELOPMENT OFFICER
RESPONSIBLE TO	: Deputy Director / Head of Development and Grants
SALARY	: £39881
TYPE OF CONTRACT	: Part-time, Fixed term
HOURS:	: 28 hours per week; flexible
LOCATION	: Home working / office-based negotiable; face to face meetings in London on a regular basis
SPECIAL CONDITIONS	: Some work outside regular working hours; travel across the country

1. PURPOSE OF THE JOB

- 1.1. To effectively manage outreach and consultation with Black and Minoritised Ethnic (BME) organisations and communities, to gain knowledge and understanding of support needs and organisational aspirations and distil this knowledge to aid development programmes and support; to collect relevant research on BME organisational and race equality needs
- 1.2. To contribute to the development of learning, advice, support and resources for BME organisations; to manage grant application processes and membership activities for BME organisations, as required; to collaborate, inform and involve, as relevant, BME organisations to aid the development of this work
- 1.3. To contribute to the development and implementation of effective monitoring and evaluation for outreach, consultation and development work; to work with the team to produce reports for V4CE and funders on the impact and value of the outreach and development work
- 1.4. To contribute to dissemination of the contribution of the BME sector to increase external value and respect of its work and impact; to work with colleagues to increase influence and voice of the BME sector; to liaise with external agencies and service providers to help broker increased inclusion and provide greater opportunities for BME organisations

2. KEY TASKS/DUTIES

- 2.1 To work with the Deputy Director / Head of Development and Grants and other relevant V4CE staff to implement effective outreach, consultation and development services for BME organisations and community groups
- 2.2 To use outreach and consultation to build effective development programmes for the BME sector; to contribute to work to enable provision for BME organisations in the devolved countries of Scotland, Wales and Northern Ireland, as well as the nine regions of England
- 2.3 To collect relevant research to be kept informed of work that will add to the development of the BME sector and BME organisations; if possible, to enable research initiatives that add to knowledge of the BME sector and of race equality
- 2.4 To assess needs and issues of BME organisations and ensure that V4CE activities address these to build engagement in development and partnership work
- 2.5 To work with the Deputy Director / Head of Development and Grants and the team to implement relevant and effective development activities that build sustainability, resilience and impact of BME organisations and to enable greater respect and value for these organisations' work and achievements
- 2.6 To work with the team to ensure development programmes are suitable for all types of BME groups from established organisations to small grassroots groups, so all can access the right level of support to engage effectively and benefit from development services
- 2.7 To proactively set up work to address under-representation, including particular under-represented BME communities and those who represent intersectional interests
- 2.8 To help BME organisations develop required policies e.g. safeguarding, environmental, health and safety, data protection, equality, complaints policies – policies that are tailored to be relevant to the size of the organisation.
- 2.9 To use anonymised data from outreach and development services to contribute to strategy and position papers as required, particularly with regard to the future recovery and development of the BME sector
- 2.10 To contribute to the development of V4CE programmes on grant management and income diversity e.g. enterprise and social investment; to carry out work as delegated for these programmes, particularly with regard to all aspects of grant management and to use relevant grant management software to aid this.
- 2.11 To work with the Infrastructure Development Team and the Organisation Support Officer to provide member activities and information; to use membership software, as relevant, to administer and manage the process
- 2.12 To work with V4CE strategic objectives and Business Plan to set up effective project plans and performance monitoring frameworks with detailed timetables; to implement this as required

- 2.13 To work with the Finance Officer and other relevant staff to ensure that all payments are executed on time and recorded properly
- 2.14 To monitor expenditure and ensure that this is within budget; to provide financial reports as required
- 2.15 To set up and implement monitoring and evaluation processes; to assist in developing narrative and financial reports on V4CE work, including case studies to demonstrate impact and broaden knowledge of sector work
- 2.16 To ensure that all BME organisations engaged with V4CE give appropriate feedback on their progress in a timely fashion; to provide support for this reporting if required
- 2.17 To review reports and monitor progress of V4CE provision and projects to verify that beneficiary organisations are developing according to agreed objectives and in keeping with good practice;
- 2.18 To be responsible for reporting on work for reports and claims to funders and progress reports to V4CE; to ensure these are submitted in a timely fashion
- 2.19 To work with the V4CE Policy staff to ensure that V4CE is informed of BME policy concerns to help them address these and to work collaboratively with the BME sector in dissemination of concerns and work to address these
- 2.20 To work with Policy staff to keep BME organisations informed of Government and other public sector policy development and Initiatives that impact on BME organisations' work and that these organisations can contribute to consultation as relevant
- 2.21 To work with V4CE Marketing and Communications staff to ensure good communication of V4CE activities and impact and of the BME sector activities and impact
- 2.22 To engage with external agencies and service providers to facilitate involvement at relevant activities and initiatives, for example, voter engagement; to help broker greater BME involvement, as appropriate, in external agency policy and initiative development
- 2.23 To work with BME and voluntary sector specialist providers to ensure engagement with V4CE work to build greater effectiveness and coordinated support for the BME sector
- 2.24 To comply with V4CE's safeguarding policy and ensure that concerns are reported as required
- 2.25 To comply with V4CE's equal opportunities policy in all aspects of employment and service provision, particularly with regard to promoting good race relations among groups representing different races, ethnicities and religions.
- 2.26 To be aware of, and comply with, V4CE's policies and procedures on health and safety at work by adopting safe working practices; reporting any accidents and/or unsafe or hazardous conditions to management; and to do everything reasonable to prevent personal injury to themselves, fellow workers and members of the public.
- 2.27 To be aware of and comply with all V4CE policies and procedures e.g. on data protection

- 2.28 To participate actively in supervisions, appraisals and team meetings and other V4CE activities; to take part in training, if required.
- 2.29 To ensure confidentiality at all times in all matters relating to any work or communication within the work done.
- 2.30 To carry out any other duties as required by your line manager from time to time in accordance with the grading of the post.

Signed Employee

Signed Line Manager

Date