

Job Title:	Partnerships and Development Co-ordinator
Reports to:	Head of Voluntary Sector Partnerships & Capacity Building
Salary:	£27,852
Main Places of work:	Ver House, Frogmore, St Albans AL2 2WH

We are a dynamic charity and non-profit organisation committed to creating meaningful impact within our community. We are driven by our core values: partnership, quality, adaptability, positivity, and inclusiveness. Our team is dedicated to working collaboratively with the Voluntary Community and Social Enterprise (VCSE) sector, delivering exceptional services and fostering a culture of proactive engagement and innovation.

The Partnerships and Development Co-ordinator will play a pivotal role in enhancing the effectiveness and outreach of VCSE groups, organisations, and networks. The position entails a blend of project management, community engagement, volunteer co-ordination, and sector development. The Coordinator will play a crucial role in bridging connections with local groups, enhancing volunteering opportunities, and using innovative techniques and social media to further our objectives.

Purpose of the Job:

- **VCSE Sector Support:** Implement strategies for governance, volunteering, funding, and tendering in VCSE organisations; engage with groups for capacity building and fund-raising advice.
- **Membership Engagement:** Recruit and retain voluntary sector members, manage relationships with local groups/organisations and volunteers, and keep them informed about funding opportunities.
- **Volunteer Centre and Timebank Oversight:** Develop networks to promote volunteering, manage the Volunteer Centre and Timebank operations, and ensure inclusive volunteer opportunities.
- **Best Practices in Volunteer Management:** Champion best practices in volunteer recruitment and management, including working towards achieving accreditation standards.
- **External Communication and Representation:** Build relationships with community members and organisations, represent the organisation at external events, and manage online content and social media strategies.
- **Training and Development:** Develop and present training programmes to enhance volunteer management and organisational capabilities.
- **Monitoring and Evaluation:** Monitor community data and maintain CRM records to inform community network development and produce reports and case studies.

VCSE Sector Support and Development:

- Develop and implement support strategies for VCSE organisations, focusing on governance, volunteering, funding, and bidding/tendering processes.
- Recruit new members and retain existing members. Manage “account” relationships with local groups/organisations and volunteers
- Engage with start-up groups and individuals, offering advice on governance, fundraising, and capacity-building.
- Manage relationships with local groups, organisations, and volunteers.
- Facilitate the development of new VCS organisations and co-production engagement.
- Provide governance advice to groups, ensuring legal and financial compliance.
- Promote grants and funding opportunities, assisting member organisations in applications. Keep members informed about funding opportunities through newsletters and events.
- Prepare and present training programmes as and when required.
- Foster sector-wide networks and strategic approaches to learning and development.

Volunteer Centre and Timebank Coordination:

- Actively develop and maintain external networks to promote volunteering, creating partnerships to facilitate high-quality volunteering opportunities.
- Champion best practices in volunteer recruitment and management, and work towards achieving accreditation standards.
- Enhancing volunteer management capabilities of local groups is essential for their effective operation and sustainability.
- Deliver volunteering brokerage services across various sectors and assist organisations in achieving best practice in volunteer management.
- Oversee the operations of the Volunteer Centre and Timebank, ensuring the delivery of high-standard services.
- Provide comprehensive training and support to both staff and volunteers at the Volunteer Centre and Timebank, ensuring consistent service standards are met.
- Ensure volunteering opportunities are accessible and inclusive, catering to the diverse needs of community groups.
- Coordinate the activities of the Timebank, encouraging member participation and fostering community-beneficial projects.
- Establish and maintain a supportive environment for volunteers, managing their recruitment and placement effectively.
- Efficiently manage volunteer records, ensuring seamless coordination and communication across the organisation.

Monitoring and Evaluation

- Monitor local area knowledge and data to stimulate new connections within the community and inform the development of community-led networks
- Maintain up to date activity records for groups on CRM system, including hrs of advice used pa. Use CRM system to analyse and plan training and workshops
- Produce high quality reports including statistical information on service delivery to agreed deadline and assist in the development of case studies.
- Engage in participatory mapping and Asset-Based Community Development, gathering and utilising community data.

External Communications

- Build and maintain relationships with key community members and organisations.
- Represent our organisation at external events, promoting our mission and fostering partnerships.
- Plan and deliver annual and special events, securing sponsorship as necessary.
- In conjunction with colleagues provide outreach at events and services
- Contribute to social media strategies, promoting volunteering and Timebank initiatives.
- Secure full or benefit-in-kind sponsorship where necessary and appropriate for events. Maintain and develop relationships with sponsors.
- Managing and updating the website, members area and members directory

Other Duties

- Work as part of Communities 1st team in a professional manner in accordance with policies, procedures and equal opportunities practices
- Work with people from a range of seldom heard groups and contribute towards a positive equalities ethos.
- This is not a final and complete statement of the duties attached to this post, which may be amended from time to time in accordance with the changing needs of Communities 1st

Person Specification: Partnerships and Development Co-ordinator

	Essential	Desirable
Values and Personal Attributes		
1.1 Ability to implement our values in all aspects of work. These are to: Work in partnership; Deliver quality; Adapt; Be positive; Be inclusive.	✓	
1.2 Ability to work with a diverse range of people and organisations and be an effective communicator in both verbal and written forms.	✓	
1.3 Be proactive and self starting in the development of projects as well as work under pressure.	✓	
1.4 Ability to work flexibly and effectively as part of a team and on own initiative	✓	
1.5 Proactive approach to personal development and the updating of skills and knowledge	✓	
Skills & Knowledge		
2.1 Understanding of the issues affecting volunteers and voluntary organisations	✓	
2.2 Demonstrable understanding of best practice in the volunteer management including recruitment, management and support	✓	
2.3 Ability to identify the needs of beneficiaries and develop effective services in response	✓	
2.4 Appreciation of the nature of accountability, ethics, targets and outcomes		✓
2.5 Knowledge and understanding of quality assurance and accreditation systems and the need for continuous quality improvement		✓
2.6 A knowledge and understanding of social value and measurement		✓
2.7 Excellent organisational and time management skills	✓	
Experience		
3.1 Experience in delivering training such as writing successful bids		✓
3.2 Experience of securing and managing sponsorship		✓
3.3 Experience of working in a membership organisation		✓
3.4 Experience and skills in managing resources to deliver training events and achieve key targets	✓	
Other Requirements		
4.1 Flexible approach to working hours. Able and willing to work occasional evenings / weekends	✓	
4.2 Ability to travel within the county of Hertfordshire and occasionally wider afield	✓	