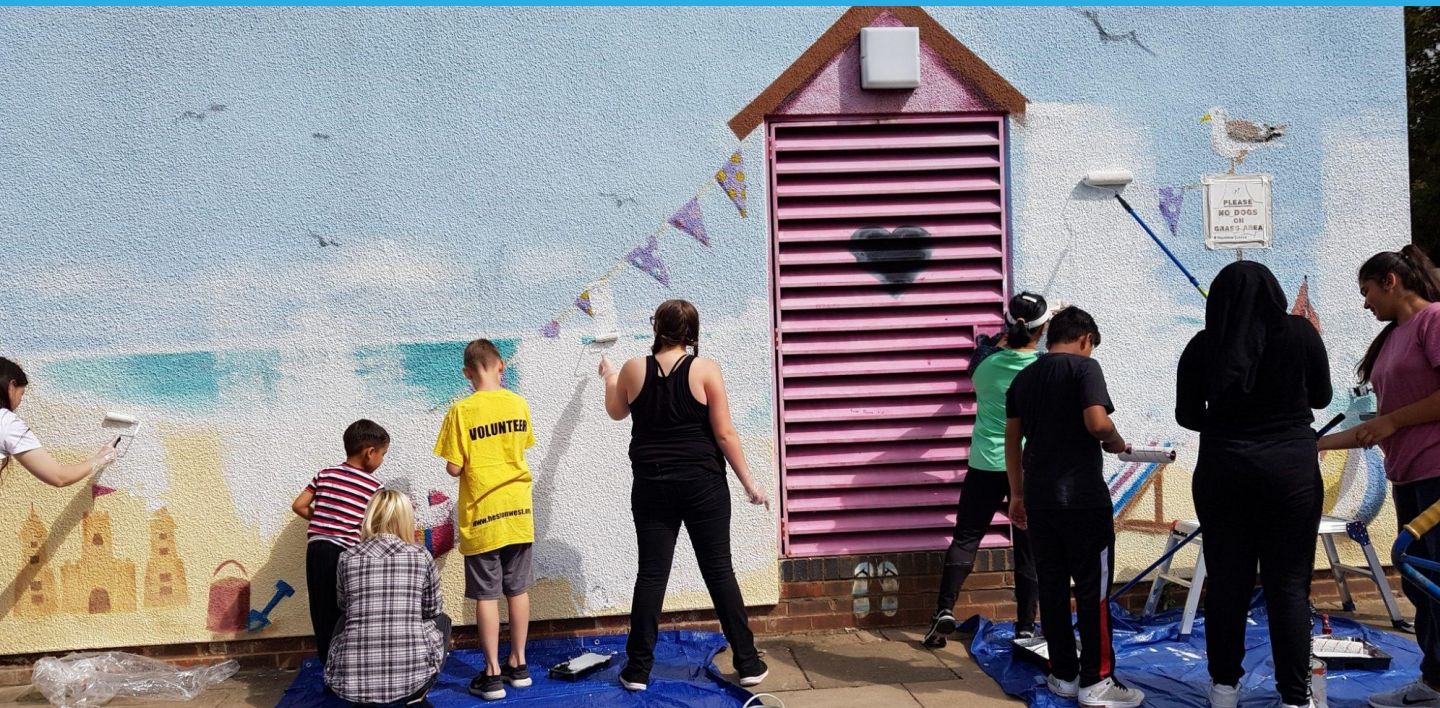


# Recruitment Pack

## Funding and Group Development Officer



# EHCVS

Ealing and Hounslow Community Voluntary Service (EHCVS) is a registered local charity with over 30 years of experience supporting voluntary and community sector (VCS) groups in Ealing and, since 2012, in Hounslow. Our mission is to enhance the quality of life for less advantaged individuals by empowering local charities and volunteer organisations.



**Ealing and  
Hounslow**  
Community Voluntary Service

# About Ealing & Hounslow CVS

Ealing and Hounslow Community Voluntary Service (EHCVS) is a registered local charity with over 30 years of experience supporting voluntary and community sector (VCS) groups in Ealing and, since 2012, in Hounslow. Our mission is to enhance the quality of life for less advantaged individuals by empowering local charities and volunteer organisations.

In this rapidly changing world where our sector continues to face many challenges and take on new opportunities, it is highly appropriate that Ealing CVS undertake reviewing and planning for the next three years.

Consulting with our stakeholders has been a refreshing process. It has allowed us to study how well we delivered our core themes developing, connecting, representing, and innovating with the third sector in Ealing and Hounslow - and to establish new and more relevant work themes for future delivery.

Ealing CVS is a second-tier organisation that works with local charities and voluntary organisations in Ealing and Hounslow. Its overall aim is to provide a professional and effective service to local voluntary organisations through assistance, forming consortia, and bidding for major tranches of funding aimed at improving the lives of the local communities.



# About Us

We are currently a team of 10 with a diverse range of backgrounds and skill sets. To find out [more about us](#) and read more about each member of our team.



You can find out more about [our Trustees here too](#)



# Our Aims and Values

## **\*\*Our Commitment to Funders:\*\***

- Deliver agreed outcomes within proposed timescales and budget.
- Proactively address and resolve any issues that arise in collaboration with funders.
- Ensure comprehensive feedback from local beneficiaries to improve our services continuously.

## **\*\*Our Commitment to Staff:\*\***

- Foster a collaborative working environment to achieve our agreed deliverables.
- Provide timely assistance and track progress to overcome any problems and concerns.
- Develop staff skills and opportunities for diverse work experiences.

Overall, EHCVS aims to be the most efficient and effective provider of community services in London.

# Our Strategic Objectives

Ealing and Hounslow CVS have big plans; to achieve these, we recognise that we may need to make changes and consider new ways of working. A core principle of our work has been and continues to be partnerships. We want to work with people, organisations, and businesses that aim to build, inspire, develop, and enable our communities and volunteers to make a difference locally.

We expect to work with partners across statutory, private, and third sectors and want to build the engagement and involvement key to our success. We want to work collectively to challenge the current ways of working and develop novel solutions to address emerging needs. An essential part of the culture at Ealing and Hounslow CVS is listening, and we will continue to conduct surveys, host forums, facilitate cross-networking, and develop local mechanisms to enable this and to facilitate the sharing of services and information.



# Our Salaries and Benefits

- **£25,000 - £28,000 commensurate on experience**
- **25 days annual leave pro rata in addition to bank holidays**
- **A flexible hour's scheme**
- **Time off in lieu of additional hours worked**
- **Pension scheme with up to 3% matching employer contribution**

The postholder will be employed for 21 hours per week (part time hours also available).

The postholder will be entitled to 25 days annual leave pro rata in addition to bank holidays. A flexible hour's scheme will operate (subject to the demands of the service) and the postholder will be expected to attend occasional evening and weekend meetings. Time off in lieu of additional hours will be offered for any additional hours worked.

The postholder will be employed on a 12-month fixed-term contract.

The post is subject to a six-month probationary period. EHCVS offers staff access to a stakeholder pension scheme with up to 3% matching employer contribution following successful completion of the probationary period.



# About The Role

This is an entry level role and training will be provided.

## **\*\*Role Overview:\*\***

- Provide infrastructure support to local voluntary and community sector (VCS) groups and social enterprises.
- Engage in one-on-one and outreach meetings to better support community needs.
- Develop and manage VCSE networks focusing on key themes like Children, Families, and Young People, Health and Wellbeing, Digital Isolation, and Safeguarding.

## **\*\*Key Responsibilities:\*\***

- Develop and oversee the implementation of detailed work plans for the development and funding advice service.
- Assist VCS organisations with monitoring, reviewing, and evaluating their impact.
- Provide guidance on funding streams, review proposals, and offer feedback.
- Advise on legal structures, policies, and charity registration processes.
- Plan and deliver training programs in collaboration with EHCVS staff or external trainers.
  
- Promote best practices and support the development of business plans, fundraising strategies, and quality assurance policies.

## **### Networks**

### **\*\*Network Development:\*\***

- Lead the development and promotion of a VCSE network in Ealing.
- Maintain and expand the membership database.
- Organize and facilitate network meetings and produce a monthly E-News.
- Support the development of local VCS networks and ensure effective communication through regular news updates and an online community calendar.

## **### Other Duties**

- Assist in producing briefings, information, and web material.
- Assist in producing monitoring and evaluation information.
- Assist in developing and organising events.
- Represent Ealing & Hounslow CVS at meetings and events relevant to your project.
- Undertake other related project duties as may be required.
- Work in cooperation with other members of the staff team of EHCVS and attend appropriate internal and external meetings.
- Support EHCVS with other project developments and funding applications to funders.
- Undertake occasional additional duties commensurate with the responsibilities of the post as identified by EHCVS's Board of Trustees

# About The Role

## ### Monitoring and Evaluation

- Record monitoring information; review the progress of current projects every week and manage upwards.
- Prepare written evaluation reports for EHCVS projects and services.
- Support the Funding and Development Manager with monitoring information collated from service as and when required.
- Weekly and monthly reporting.

## ### Corporate Responsibilities

- Ensure that Equal Opportunities and all other EHCVS organisational policies are actively implemented and adhered to in all areas of your work.
- Work with EHCVS staff and volunteers to achieve the organisation's objectives effectively.
- Ensure all volunteers working with you are given appropriate induction and provide information and support for all volunteers working for EHCVS.

## ### Management and Support

The post holder will be employed by Ealing & Hounslow CVS and supervised and managed by the. The Funding and Group Development Manager

- Participate in regular supervision, team meetings, and organization-wide staff meetings.
- An individual induction and training plan will be agreed upon.



# About You

## ESSENTIAL

## DESIRABLE

Education & Qualifications	Demonstrable experience of the fundraising sector and successful fundraising record	
Experience & Abilities	<ul style="list-style-type: none"> <li>• At least 2 years experience working with voluntary/community organisations and social enterprises.</li> <li>• Understanding voluntary and community sector 'umbrella' organisations and their support role.</li> <li>• Experience in identifying the needs of emerging and disadvantaged groups.</li> <li>• Action planning and supporting groups to achieve goals.</li> <li>• Writing business plans; fundraising strategies; supporting quality assurance; and adapting policies.</li> <li>• Setting up steering groups, forums, or networks.</li> <li>• Experience in developing and implementing successful charity fundraising strategies.</li> <li>• Experience in monitoring and evaluating.</li> <li>• Experience in writing successful bids for funding from charitable trusts and foundations, local authorities, and governmental organisations.</li> <li>• Experience in managing budgets.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent organisational and interpersonal skills.</li> <li>• Close attention to detail at all times – particularly in relation to data management and confidentiality.</li> <li>• Highly skilled at communicating effectively with a wide range of stakeholders in person and in writing.</li> <li>• The ability to think strategically, come up with practical solutions, and to juggle a varied workload.</li> <li>• Understanding of and preparedness to work within the objectives of EHCVS.</li> <li>• Experience working with a range of organisations and services.</li> <li>• Knowledge of organisational development issues within the voluntary sector.</li> <li>• A knowledge of funding bodies, funding criteria, and grant applications.</li> <li>• A knowledge of monitoring, reviewing and evaluating projects and demonstrating impact.</li> <li>• An understanding of and commitment to equal opportunities policies and a commitment to implementing them in all aspects of the post.</li> </ul>	Knowledge of the range of organisations services and activities available

# About You

ESSENTIAL

DESIRABLE

Education & Qualifications	Demonstrable experience of the fundraising sector and successful fundraising record	
<p><b>Skills</b></p> <p>Analytical/Judgmental</p> <p>Planning &amp; Organising</p> <p>Communication</p>	<ul style="list-style-type: none"> <li>• Analytical/Judgmental</li> <li>• Planning &amp; Organizing</li> <li>• Communication</li> <li>• Ability to problem solve and to prioritise competing demands of the role for the benefit of service users.</li> <li>• An ability to work collaboratively as part of the EHCVS team and with other groups and agencies.</li> <li>• Ability to speak at meetings, make presentations, and write reports.</li> <li>• Ability to prioritize conflicting work demands.</li> <li>• Ability to deliver or willingness (with training) to be able to deliver training courses.</li> <li>• The ability to plan and manage own work and to take initiative to improve wider services on offer. Strong organizational skills.</li> <li>• Proficiency in all Office programs.</li> </ul>	
<p><b>Personal Qualities</b></p> <p>Interpersonal skills</p> <p>Team/Collaborative working</p> <p>- Flexibility</p>	<ul style="list-style-type: none"> <li>• Interpersonal skills.</li> <li>• Team/Collaborative working.</li> <li>• Flexibility.</li> <li>• To be able to contribute to team decisions and strategic thinking.</li> <li>• Ability to work within a team with a range of experience and knowledge of fundraising.</li> <li>• Willingness to work occasional weekends and evenings.</li> <li>• Understanding of the Ealing and Hounslow Voluntary Sector.</li> <li>• Experience of cross-sector partnership working and delivering partnership projects.</li> <li>• Experience of working with the voluntary and community sector.</li> <li>• Experience of working with the statutory sector; local authority and NHS.</li> <li>• Willingness to engage in training and development opportunities.</li> <li>• Knowledge of database management.</li> </ul>	

# How To Apply

To apply, please submit your CV to [iain@ehcvs.org.uk](mailto:iain@ehcvs.org.uk) by 17.00 (GMT) on 23 August 2024.

Please include two professional references, to be contacted only if an offer is made, ensuring your information remains confidential.

Please also include two professional references. References will only be contacted if an offer has been made.

Please include a completed Equal Opportunities form which can be downloaded [here](#)

## **ELIGIBILITY**

Applicants must be eligible to work in the United Kingdom (UK) and provide information regarding the basis of their right to work in the UK with their application



*‘The connection between Ealing and Hounslow CVS and the local community/public sector is incredibly valuable. It is efficient and trusted. There is expertise that is supporting and helping our communities that would be difficult to replicate elsewhere.’*

**EHCVS**