

Recruitment Pack

About BVSC

Bexley Voluntary Service Council (BVSC) has been supporting the local Voluntary and Community Sector (VCS) in Bexley for over 60 years. Throughout this time, BVSC has continually evolved in response to local need, sector challenges and wider changes in public policy. Today, BVSC plays a central role in strengthening the local voluntary sector, connecting organisations, amplifying community voice and enabling organisations across Bexley to be resilient, connected, and able to provide high-quality, impactful services to residents.

Diversity, equity, and inclusion are central to our culture; a diverse workforce strengthens our ability to support communities effectively and deliver high-quality services across the voluntary sector. We recognise that diversity spans many aspects of identity, and we are committed to fostering a workplace that is increasingly inclusive and equitable, where everyone feels heard, respected, and valued. We are also committed to promoting safe and responsible practice across our work and expect all staff, volunteers, and partners to uphold these standards.

Our Values

- **Inclusivity:** We value our differences and work well together because of them.
- **Accountability (& Integrity):** We are committed and deliver effective solutions.
- **People (Respect & Supportive):** We care about the happiness and wellbeing of each other.
- **Communication:** We communicate clearly and respectfully fostering trust and collaboration.
- **Creativity:** We continually seek to improve how we work to achieve the best outcome.

Why Work for Us

- Hybrid working
- Additional Birthday Day off
- Flexitime and TOIL
- Pension employer contribution 6%
- Two volunteering days (pro rata)
- 25 days annual leave (plus bank holidays)
- Access to the Blue Light Card
- Ongoing training and professional development opportunities
- A positive, inclusive team culture where your ideas are valued
- Enhanced maternity/paternity pay
- Employee Assistance Programme

Job Description

Job Title:	Health & Wellbeing Volunteer Officer
Responsible to:	Health & Wellbeing Volunteer Lead
Salary:	£33,699 pa inc. OLV + 6% pension contribution
Hours:	Full time, 35 hours per week
Length of contract:	Fixed Term Contract to 31 March 2027 (potential extension, funding dependent)
Probationary period:	5 months

Purpose of Job

We are looking for an additional team member to support the continual delivery and expansion of our Bexley Buddies programme, a volunteer-led initiative working alongside GP practices and community partners to address non-medical needs and improve health and wellbeing across the borough.

Aims of the project

As the programme grows across multiple Primary Care Networks, Bexley Buddies aims to reduce pressure on GP services by creating meaningful opportunities for residents to connect, build confidence, and support one another through community-based activities and peer support.

The post-holder will be responsible for

Working closely with local communities, GP practices, volunteers and NHS partners to develop and coordinate inclusive, participant-led activities that respond directly to local needs, strengthening community resilience and helping to reduce health inequalities.

Summary of main duties

1. Volunteer Recruitment, Support and Development

- Recruit, induct, train and support volunteers to ensure a high-quality and rewarding experience
- Develop accessible and practical volunteer training materials
- Provide ongoing supervision, check-ins, recognition and development opportunities
- Act as a first point of contact for volunteers and residents engaging with activities
- Encourage volunteer feedback and use it to inform service improvement

2. Project Coordination and Expansion

- Work with GP practices, Primary Care Networks and community partners to form new Bexley Buddies groups and co-design volunteer-led activities responding to patients' non-medical needs
- Nurture and support the development of volunteer-led groups, provide safeguarding oversight and ensure accessibility and sustainability
- Build relationships with underserved communities to reduce health inequalities
- Maintain accurate records, monitor data and contribute to reporting and evaluation

3. Partnership Development and Representation

- Build and maintain effective partnerships with GP practices, community organisations, local authorities and statutory services under the guidance of the Health & Wellbeing Volunteer Lead
- Represent BVSC at borough-wide and external meetings or forums when required
- Support outreach events, information sessions and cross-sector collaboration

4. Governance, Safeguarding and Organisational Responsibilities

- Uphold BVSC policies and procedures, including safeguarding, GDPR, equality and health & safety
- Identify and respond appropriately to safeguarding concerns
- Contribute to team meetings, supervision, training and cross-departmental working

While the duties outlined reflect the core responsibilities of the role, we expect all staff to be flexible and willing to take on other tasks as needed to support the smooth running of the service.

Please note that the base for this role is at the Engine House, Bexley, however as this is a community focused position, you will be expected to travel across the borough and work in various locations as required.

Person Specification

Candidates will be required to demonstrate how they meet the skills and experience in their supporting statement, outlined in the criteria below.
Please address each of the criteria in turn.

Essential Criteria

- Experience of working in a person-centred way within charity, health or care services
- Excellent interpersonal skills and ability to engage with people from diverse backgrounds, demonstrating empathy and understanding
- Experience of engaging and motivating people, including those disengaged from services or with health conditions, to participate in activities
- Experience of facilitating group conversations and activities, with ability to manage difficult interpersonal situations
- Ability to build and maintain effective partnerships with professionals, community members, and voluntary sector organisations
- Strong organisational skills, able to manage a varied workload and meet deadlines with minimal supervision
- Experience of volunteer support and supervision, including recruitment, training and ongoing engagement
- Good IT skills, including experience using Microsoft Office (especially Excel) and CRM or data management systems
- Experience of working with confidential information and understanding of GDPR and safeguarding principles
- Demonstrated ability to identify and evidence outcomes, using feedback and monitoring data to inform service improvement
- Have access to own transport (car, motorbike, bicycle) or able to travel efficiently across the borough

Desirable Criteria

- Knowledge of health inequalities, wider determinants of health and the concept of creative health
- Knowledge of the local voluntary and community sector and available support services in Bexley
- Experience of working with GP practices, Primary Care Networks or NHS partners
- Experience of supporting and scaling co-produced or volunteer-led community projects

Additional Information

- Some evening or occasional weekend work may be required.
- The role is subject to satisfactory references and an enhanced DBS check.
- BVSC is committed to equality, diversity and inclusion and welcomes applications from all backgrounds.

Please submit your covering letter addressing each of the person specification points above, your CV and monitoring form by **23:59** on **Sunday 28th of June** to:
humanresources@bvsc.co.uk

Interviews are likely to be held **on the 8th and 9th of July**.

Please note, safer recruitment processes and appropriate pre-appointment checks will be completed before any role is confirmed.

We recognise that AI tools can be useful for basic checks such as spelling or grammar. However, we ask that candidates do not use AI to write or generate responses within their application. We value authenticity and want to hear your voice, experiences and motivations throughout the process.

If you would like an informal chat about the role or any reasonable adjustments required for the application or interview, please contact BVSC's HR team who can arrange this.