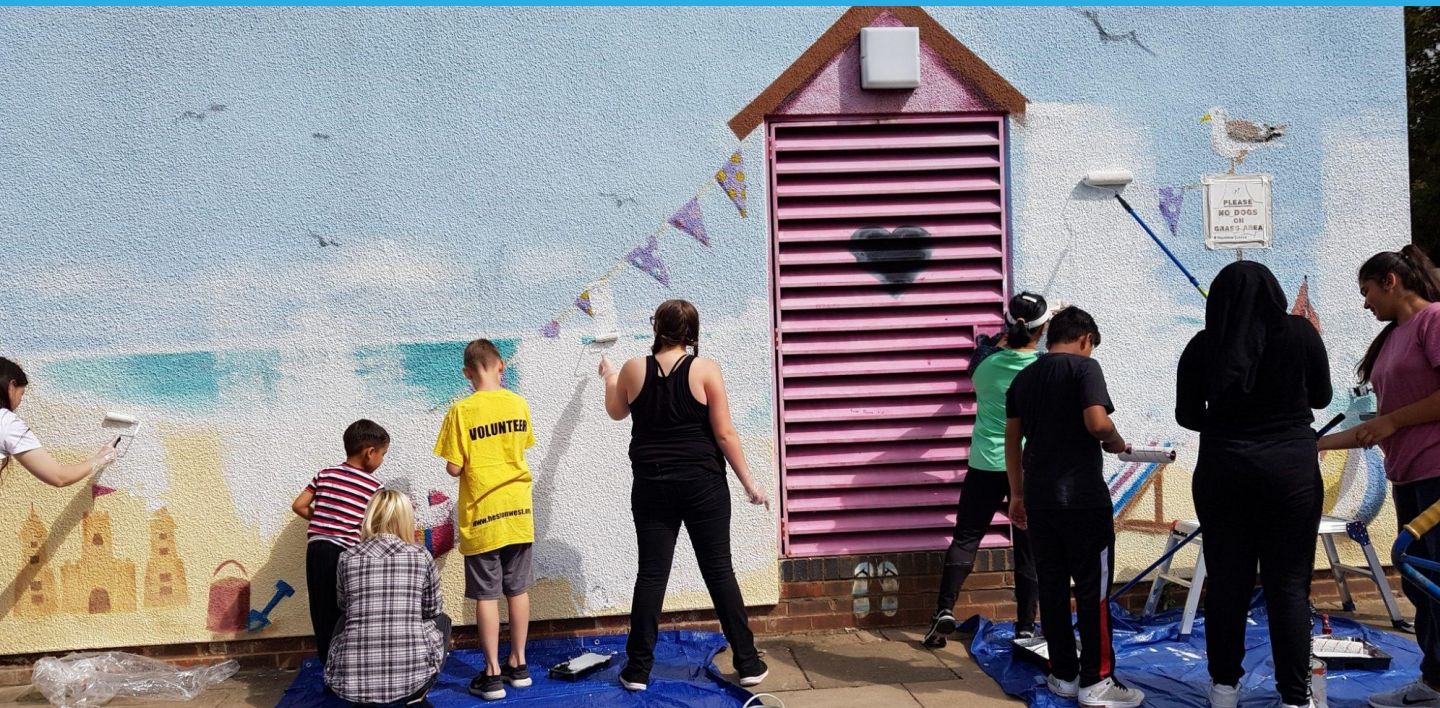


# Recruitment Pack

## Volunteering & Social Action Co-Ordinator with Project Officer Responsibilities



**EHCVS**

*'The team at Ealing and Hounslow CVS are incredibly knowledgeable and always keen to support and connect local groups. Their insight into the ever-changing landscape of third sector funding has been invaluable. It has enabled new groups in Ealing and Hounslow to emerge and established ones to continue supporting the local community'*



**Ealing and  
Hounslow**  
Community Voluntary Service

# About Ealing & Hounslow CVS

Ealing and Hounslow Community Voluntary Service is a registered local charity that has been supporting voluntary and community sector (VCS) groups in Ealing for over 30 years and Hounslow groups since 2012.

In this rapidly changing world where our sector continues to face many challenges and take on new opportunities, it is highly appropriate that Ealing and Hounslow CVS has undertaken a process of reviewing and planning for the next three years. Consulting with our stakeholders has been a refreshing process, and has provided us with an opportunity to study how well we delivered our core themes from our latest Business Plan – developing, connecting, representing and innovating with the third sector in Ealing and Hounslow - and to establish new and more relevant themes of work for future delivery.

Ealing and Hounslow CVS is a second-tier organisation that works with local charities and voluntary organisations in Ealing and Hounslow. The overall aim is to provide a professional and effective service to local voluntary organisations through assistance and through 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

EHCVS's aim is to deliver an improved quality of life for the less advantaged people in Ealing, Hounslow and surrounding areas. We do this through:

- Assisting local charities and volunteer organisations to operate more effectively.
- Working with partners in undertaking projects.
- Undertaking projects directly.

Our promises to our funders are to:

- Work to achieve the agreed deliverables within the proposed timescales and costs;
- Where problems or concerns may arise to advise the funder at the earliest practical time and to work with them to obtain a mutually satisfactory resolution;
- Where we are working directly with local people to ensure that we obtain adequate feedback on their satisfaction with the service we are offering.

Our promises to our staff are to:

- Help them to work together in a constructive manner to achieve our agreed deliverables;
- Ensure that their progress on projects can be tracked and assistance provided at the earliest opportunity to overcome any problems and concerns that may arise.
- Develop their skills and opportunities to take on different types of work.

Overall it is the aim of EHCVS to be the most efficient and effective provider of these community services in London.

# Our Strategic Objectives

Ealing and Hounslow CVS has big plans and 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 want 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 that is key to our success. We want to work collectively and to challenge the current ways of working and develop novel solutions to address emerging needs. An important 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 days annual leave or based off pro rata in addition to bank holidays**
- **A flexible hours 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- 35 hours per week and will be entitled to 25 days annual leave or based off pro rata in addition to 8 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 including one Saturday per month. Time off in lieu will be offered for any additional hours worked.

The postholder will be employed on a two-year fixed-term contract and 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

## Volunteering and Social Action Co-Ordinator

West London

£25,000-£28,000. Part-time basis for 21 hours available.

Application deadline: 17.00 (GMT), 15<sup>th</sup> July 2024

### PURPOSE OF THE POST

- Promote and support volunteering in Ealing and Hounslow.
- Raise the profile of informal, formal, and corporate volunteering.
- Design, develop, and implement social action projects reflecting the local community's needs.
- Collaborate with Ealing and Hounslow Council's Community Engagement Teams on initiatives and events.
- Support disadvantaged groups in volunteering and social action.

### MAIN DUTIES AND RESPONSIBILITIES

- Volunteering Promotion and Support
- Promote volunteering to residents, VCS groups, statutory sector, and local businesses.
- Ensure access to volunteering opportunities for residents from hard-to-reach communities or isolated areas.
- Coordinate regular training and events to promote volunteering benefits.
- Run drop-in sessions at various outreach locations within Ealing and Hounslow.

### TRAINING AND BEST PRACTICES

- Identify training requirements for groups, including best practices on volunteer recruitment and management.
- Create and promote a Volunteer Passport featuring a training program and benefits for volunteers.
- Assist with securing business sponsorship for volunteering activities.

### PROJECT OFFICER RESPONSIBILITIES

- Project Planning: Develop and maintain project plans, timelines, and schedules for all volunteering and social action projects.
- Project Oversight: Monitor project progress, ensure adherence to project plans, and address any issues.
- Reporting: Prepare and present regular project reports to the management team and stakeholders, ensuring transparency and accountability.
- Standards and Best Practices: Implement and promote best practices in project management and volunteer coordination. Ensure all projects comply with organisational policies and standards.
- Resource Management: Coordinate allocating resources, including volunteers and materials, to ensure efficient project execution.
- Risk Management: Conduct risk assessments for planned activities and develop mitigation strategies.

# About The Role

## Volunteering and Social Action Co-Ordinator West London

**£25,000-£28,000. Part-time basis for 21 hours available.**

**Application deadline: 17.00 (GMT), 15<sup>th</sup> July 2024**

### **PURPOSE OF THE POST**

- Promote and support volunteering in Ealing and Hounslow.
- Raise the profile of informal, formal, and corporate volunteering.
- Design, develop, and implement social action projects reflecting the local community's needs.
- Collaborate with Ealing and Hounslow Council's Community Engagement Teams on initiatives and events.
- Support disadvantaged groups in volunteering and social action.

### **MAIN DUTIES AND RESPONSIBILITIES**

- Volunteering Promotion and Support
- Promote volunteering to residents, VCS groups, statutory sector, and local businesses.
- Ensure access to volunteering opportunities for residents from hard-to-reach communities or isolated areas.
- Coordinate regular training and events to promote volunteering benefits.
- Run drop-in sessions at various outreach locations within Ealing and Hounslow.

### **TRAINING AND BEST PRACTICES**

- Identify training requirements for groups, including best practices on volunteer recruitment and management.
- Create and promote a Volunteer Passport featuring a training program and benefits for volunteers.
- Assist with securing business sponsorship for volunteering activities.

### **PROJECT OFFICER RESPONSIBILITIES**

- **Project Planning:** Develop and maintain project plans, timelines, and schedules for all volunteering and social action projects.
- **Project Oversight:** Monitor project progress, ensure adherence to project plans, and address any issues.
- **Reporting:** Prepare and present regular project reports to the management team and stakeholders, ensuring transparency and accountability.
- **Standards and Best Practices:** Implement and promote best practices in project management and volunteer coordination. Ensure all projects comply with organisational policies and standards.
- **Resource Management:** Coordinate allocating resources, including volunteers and materials, to ensure efficient project execution.
- **Risk Management:** Conduct risk assessments for planned activities and develop mitigation strategies.



## **SOCIAL ACTION AND COMMUNITY ENGAGEMENT**

- Support VCS groups and residents in designing, developing, and implementing various social action activities.
- Work with the West Ealing Community Library team to fulfil library volunteer recruitment, training, and management requirements.
- Ensure all social action activities are inclusive and support the participation of all interested community members.

## **MONITORING AND EVALUATION**

- Record monitoring information and review project progress weekly.
- Prepare written evaluation reports for EHCVS, projects and services.
- Support the Funding and Partnerships manager and Development Services Manager with monitoring information.

## **OTHER DUTIES**

- Assist in producing briefings, information, and web material.
- Represent EHCVS at meetings and events relevant to your project.
- Undertake related project duties and occasional additional duties as identified by EHCVS's Board of Trustees.

## **EXPERIENCE AND KNOWLEDGE**

- Experience of managing events, training or projects in a paid or voluntary capacity
- Project monitoring and evaluation experience
- Excellent written and verbal communication skills and social media experience
- Ability to build strong and mutually beneficial working relationships with diverse backgrounds and communities
- Good understanding of equal opportunities practices and volunteering best practices
- Excellent planning and organisational skills with an ability to work independently and as part of a team
- Knowledge of current data protection regulations and good IT skills including Microsoft Office, WordPress, Mailchimp and database management tools

## **CORPORATE RESPONSIBILITIES**

- Ensure active implementation and adherence to Equal Opportunities and all other EHCVS policies.
- Provide appropriate induction, training, and support for volunteers.
- Work collaboratively with EHCVS staff and volunteers to effectively achieve organisational objectives.

## **MANAGEMENT AND SUPPORT**

- Employed by Ealing & Hounslow CVS, supervised by the Volunteering and Community Development Manager.
- Participate in monthly supervision, weekly team meetings, and organization-wide staff meetings.
- An individual induction and training plan will be agreed upon.

# About You

	ESSENTIAL	DESIRABLE
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of the fundraising sector and successful fundraising record</li> </ul>	
<b>Experience &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• At least two years' experience working with voluntary/community organisations as a volunteer or member of staff.</li> <li>• Confident communicator who is comfortable delivering training and events online and in person.</li> <li>• Experience in project planning, monitoring, and evaluation.</li> <li>• Experience managing events, training, or projects in a paid or voluntary capacity.</li> <li>• Experience in cross-sector partnership working and delivering partnership projects.</li> </ul>	<p>Knowledge of the volunteering and understanding of the Ealing and Hounslow voluntary groups.</p>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong analytical and judgmental skills.</li> <li>• Excellent planning and organisational skills, with an ability to work independently and as part of a team.</li> <li>• Excellent written and verbal communication skills with close attention to detail.</li> <li>• Ability to lead meetings, make presentations, and write reports.</li> <li>• Proficiency in all Microsoft Office programs, WordPress, Mailchimp, and database management tools.</li> <li>• Ability to build strong and mutually beneficial working relationships with people from diverse backgrounds and communities.</li> <li>• Ability to maintain the confidentiality of information and knowledge of current data protection regulations.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Interpersonal skills and ability to work collaboratively in the EHCVS team and with other groups and agencies.</li> <li>• Flexibility and willingness to work weekends and evenings as required.</li> <li>• Willingness to engage in training and development opportunities.</li> <li>• Strong organisational and time-management skills, with the ability to prioritise competing demands.</li> </ul>	

# How To Apply

**Application deadline: 17.00 (GMT), Friday 28<sup>th</sup> June 2024**

**Interviews: Week commencing Monday 8<sup>th</sup> July (In Person)**

To apply, email the completed application form and a supporting statement (no longer than 1000 words) explaining why you want the role and how you meet the Specifications to [gurpreet@ehcvs.org.uk](mailto:gurpreet@ehcvs.org.uk). Include two professional references (confidentiality assured).

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](#)

We can only give feedback to candidates who are shortlisted

## **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**