



Join our team

Spark Somerset Recruitment Pack

sparksomerset.org.uk



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A word from Katherine

Thank you for your interest in working for Spark Somerset.

It's a real privilege to be part of such an amazing team and I'm constantly impressed by everyone's commitment, skills and energy. We refer to our team of employees and trustees as the Bright Sparks - and I hope you'll come to realise just how apt that name is.

We have grown exponentially over the past few years, from a project of the charity SSVCA with just three staff, to the independent charity that you see today, and a staff team that continues to grow. Despite the recent growth, however, we are still a relatively small team - although it is often remarked that we 'punch above our weight'.

We try to foster a culture of autonomy and creativity within the organisation. We encourage people to try new things and bring ideas for how we can improve what we do.

We also value the experience and expertise of our trustees as we amplify the voice of local voluntary, community and social enterprise organisations.

We're quite a complex organisation, with lots of different projects and new initiatives always on the go, and I hope that you consider joining us as the charity continues to grow.

I hope this recruitment pack is useful to you - and please get in touch if you have any other questions!

Katherine Nolan

Chief Executive of Spark Somerset



We have a vision of a Somerset where anyone can make great things happen for their communities.

At Spark Somerset, we support and champion Somerset's charities and voluntary organisations to help change lives and build healthy, resilient communities.

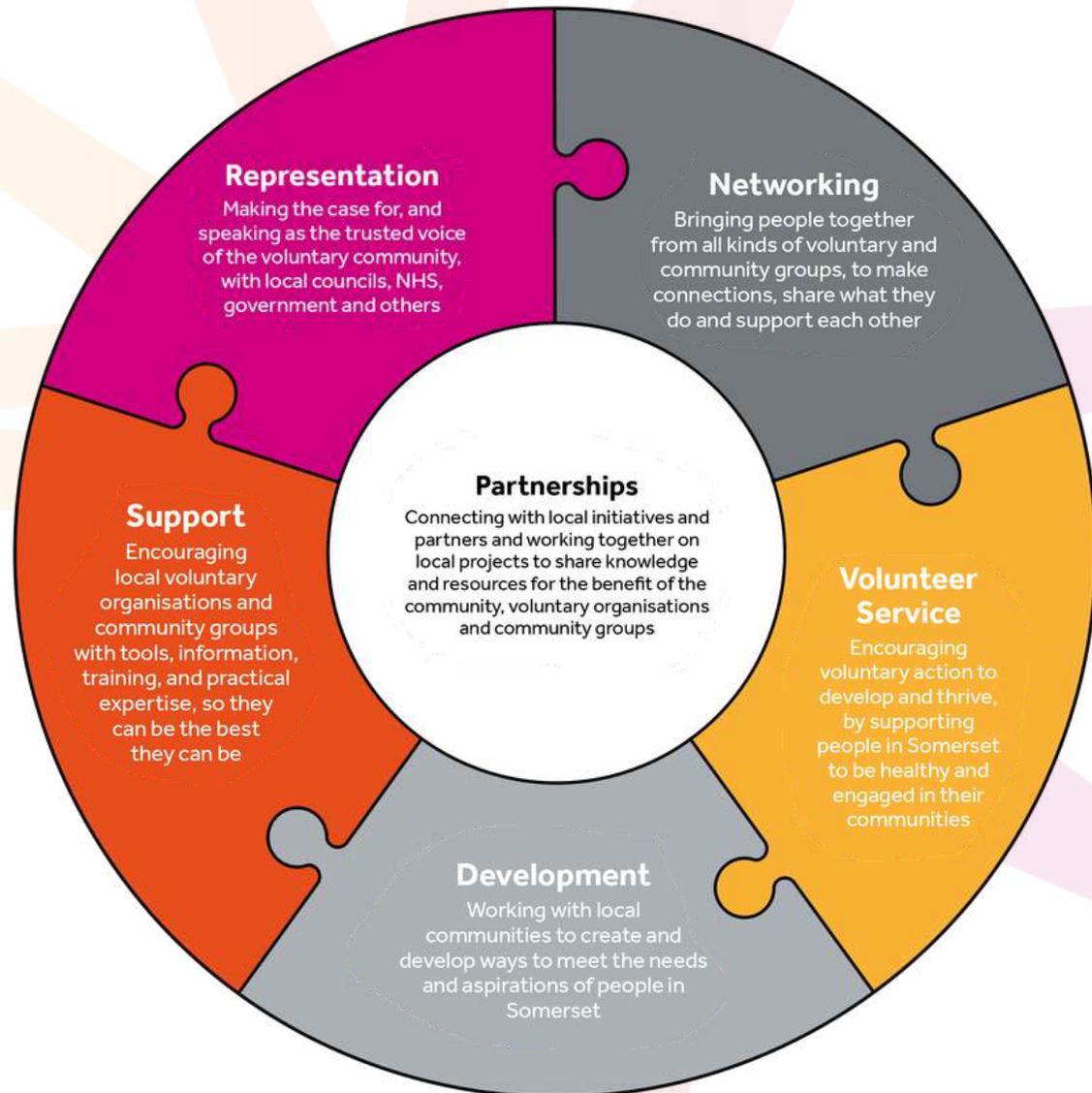
We do this through the provision of information and advice, training and forums, and by sharing expertise, building partnerships, inspiring social action and advocating on the sector's behalf at local and national level.

We also run the Volunteer Service, Spark a Change, inspiring people to get involved and make a difference in their communities.

We have been providing practical support to the voluntary, community, faith and social enterprise (VCFSE) sector in Somerset for many years. We became Spark in April 2016 following the merger of SSVCA's Voluntary Sector Support project and Mendip Community Support. On 1 January 2019, we moved our operations to a new CIO and Spark Somerset was born.

What we do

These are the core activities of our organisation. We work to deliver them every day, whether that's through hosting training and networking events, providing 1:1 support to groups, publishing our monthly newsletter, or matching people with causes that matter to them. No matter what role we play, from marketing to finance, community development to operations, we are all part of one team that is united and driven by the same values and goals.



Our impact

Spark Somerset's work is only made possible by our staff and Trustees working collaboratively with groups in the county.

Here's a snapshot of the things we have achieved by working together in the past 12 months. [Read our full Impact Report](#) to discover the stories behind the numbers - and how we'll keep working alongside communities volunteers and partners to make Somerset stronger.



Our values

Our team is driven by our values. They are the ideas and beliefs that unite and motivate us and that we aspire to embody through our work.

We are collaborative

We help build strong partnerships, support effective connections and share knowledge to achieve the greatest impact in our communities.

We are empowering

We value the wisdom in communities and take pride in sharing our collective knowledge and experience to encourage and enable others to develop the skills and confidence they need.

We have integrity

We strive to build trusting relationships with the voluntary, community and social enterprise (VCSE) sector so that we can advocate on their behalf, positively contributing to decisions, and ensuring that the sector is heard and valued as an equal partner.

We are responsive

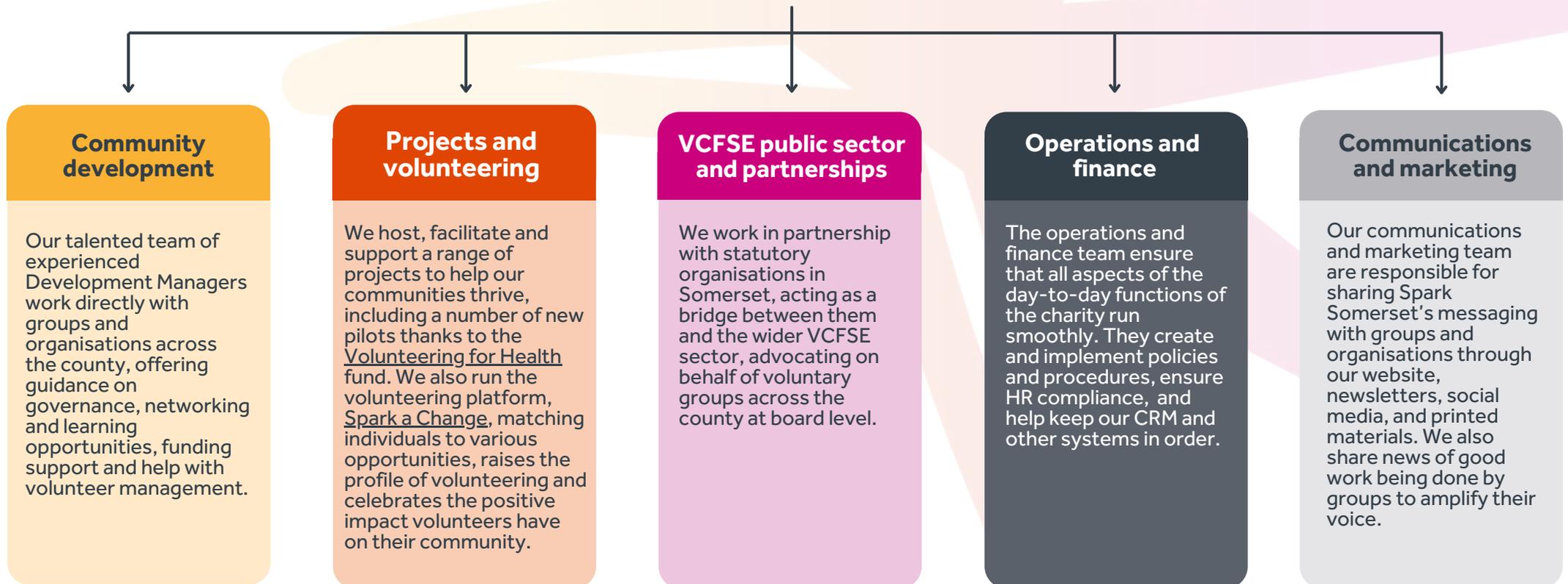
We proactively seek opportunities to learn, take time to listen, find creative solutions and adapt so that we, and those we support, can make a real difference to people in need.

We are inclusive

We are approachable, friendly and open. We look to the future and explore new ways of doing things, with inclusivity and equity at our core.

Our organisation

Our team of Bright Sparks manage all aspects of Spark Somerset's offer, from the every day running of the organisation to facilitating the wide array of work we undertake and support we provide.



What can we offer?



Flexible working, training & development

We pride ourselves on being a flexible employer and offer remote and home working options for our full and part time employees.

We are also passionate about training and developing our team, engaging with them to enhance their skills, knowledge and competencies for both the long term growth and success of Spark Somerset and the team.



Open and friendly work environment

We have an 'open door' culture. You can always ask or share anything with any team member and trust that you'll receive the answer or support you're looking for.

We also know how vital it is to socialise and provide plenty of opportunities to catch up and bond with the team.



Employee Assistance Programme

Our Employee Assistance Programme (EAP), provided by Health Assured, includes a 24 hour helpline to help ensure that all of our colleagues are well-supported through any of life's problems.

What do our Bright Sparks say about working for Spark Somerset?

"I appreciate the open door policy, flexibility, people, autonomy, and the ability to challenge, question things, and share ideas regardless of who's at the table. As an organisation, we are not hierarchical!"

"The team are a wonderful and enthusiastic and dedicated group of people who are very approachable. I really enjoy my job and am very grateful to be doing this work."

"Spark Somerset is an organisation fuelled 100% by passion to do good things for the sector - I find that highly motivating. There are a number of colleagues whose expertise, knowledge and support I value really highly."

"There's a genuine desire by all staff to do the very best they can for those they're supporting; it's a caring, friendly, flexible and encouraging workplace and that reflects outwardly as well."

Before you apply



This recruitment pack will be accompanied by a **job description** for the role. Please read this carefully as it outlines the responsibilities and expectations of the role. Consider how your skills, knowledge and experience match what we are looking for and think about specific examples that demonstrate your abilities to meet these. It will also include information about how to apply and who to contact for an informal chat about the role.

Diversity in our people brings new viewpoints; driving debate, encouraging creativity, and helping us to engage with new audiences to achieve the greatest impact in our communities. As such, we encourage applications from people who belong to groups which can be marginalised in society.

We understand that not every candidate will meet all the criteria in the job description, and we value diversity and potential as much as experience and qualifications. If you are unsure whether you are suitable for the role, but you have something to bring to our organisation, we encourage you to contact us for an informal chat. You'll find details of who to speak to on the job listing and in the job description.



SPARK SOMERSET

Inspiring communities

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