

VCSE Development Lead

Job Title	VCSE Development Lead
Employer	Wessex Community Action (WXCA)
Location	Placed based within Wiltshire with regular travel across the county.
Hours	30 hours per week (4 days per week) worked flexibly with one day per week in the Salisbury office
Contract	Fixed-term, 3 years
Salary	£32,000 FTE pro rata

Purpose of the Role

This is a place-based role focused on supporting communities across Wiltshire. The role helps to strengthen and build the capacity of voluntary, community and grassroots organisations across Wiltshire, enabling them to become more resilient, sustainable and effective in meeting local needs.

The VCSE Development Lead will provide practical support, guidance and development opportunities to community organisations, helping them strengthen governance, improve operational effectiveness, become funding-ready, increase community participation and build long-term resilience.

Key Responsibilities

Capacity Building and Organisational Development

- Provide tailored advice, guidance and support to community groups, charities and voluntary organisations.
- Support organisations to develop effective governance structures, policies, procedures and good practice.
- Help groups assess strengths, identify development needs and create action plans for growth and sustainability.
- Support organisations to strengthen leadership, volunteer management and organisational resilience.

- Promote asset-based community development approaches that build on local strengths and community assets.

Funding Readiness and Sustainability

- Support organisations to become funding-ready through stronger governance, financial management and project planning.
- Provide guidance on identifying appropriate funding opportunities.
- Assist organisations to prepare high-quality funding applications and supporting documentation.
- Help groups understand grant management, monitoring and reporting requirements.
- Increase the number of organisations accessing external funding and investment.

Outreach and Community Engagement

- Engage proactively with grassroots organisations and community groups across Wiltshire.
- Develop relationships with organisations that are not connected to existing support networks.
- Ensure support reaches rural communities, priority areas and underrepresented groups.
- Promote awareness of training, support and development opportunities.
- Act as an accessible and visible point of contact for community organisations.

Training, Workshops and Facilitation

- Design and deliver workshops, training sessions and development opportunities.
- Deliver sessions on topics including:
 - Governance
 - Safeguarding
 - Funding readiness

- Volunteer management
- Community engagement
- Organisational development
- Facilitate peer learning opportunities, networking events and communities of practice.
- Organise and support events, forums and Meet the Funder sessions.

Partnership and Network Development

- Connect organisations with relevant networks, partnerships and support services.
- Strengthen referral pathways across the voluntary, community and statutory sectors.
- Build productive relationships with local authorities, infrastructure bodies, funders and community stakeholders.
- Encourage collaboration and partnership working between organisations.

Monitoring, Evaluation and Reporting

- Maintain accurate records using WXCA systems, including CRM databases.
- Monitor outputs, outcomes and impact against project objectives.
- Collect case studies, feedback and evidence of impact.
- Contribute to contract monitoring and reporting requirements.
- Support project evaluation activities, surveys, stakeholder engagement and learning reviews.

General Responsibilities

- Contribute to the achievement of Wessex Community Action's mission, vision and values.
- Participate in team meetings, organisational planning and collaborative projects.
- Represent WXCA professionally at meetings, events and community engagements.

- Comply with all organisational policies, procedures and standards.
- Undertake other duties commensurate with the level and nature of the role.
- Potential future line management responsibilities.

What we offer

- A rewarding role where you can make a real difference in local communities
- Flexible and supportive working arrangements
- The opportunity to work alongside inspiring community organisations, volunteers and local leaders
- A friendly, values-driven team committed to strengthening communities
- 25 days annual leave plus bank holidays (pro rata)
- Additional leave between Christmas and New Year (subject to organisational arrangements)
- Contributory pension scheme
- Health plan
- Annual volunteering day
- Training and professional development opportunities
- Dedicated external training budget

This role is subject right to work in the UK and a satisfactory DBS check. Having a criminal record will not necessarily prevent you from being appointed. We welcome open conversations with applicants about individual circumstances.

Person Specification

Criteria	Essential	Desirable
Experience of supporting voluntary, community or charitable organisations	✓	
Experience of community development, organisational development or capacity building	✓	

Experience of providing governance, compliance or organisational support	✓	
Experience of supporting organisations with funding readiness or funding applications	✓	
Experience of developing and delivering training, workshops or group facilitation	✓	
Experience of partnership working across multiple sectors	✓	
Experience of working with grassroots organisations and community groups	✓	
Experience of outreach and engagement with underserved communities		✓
Knowledge of charity governance, policies and good practice	✓	
Understanding of the voluntary, community and social enterprise sector in Wiltshire	✓	
Understanding of asset-based community development principles	✓	
Knowledge of funding sources and grant funding processes		✓
Knowledge of safeguarding, volunteer management and organisational resilience		✓
Ability to build effective relationships with diverse stakeholders	✓	
Excellent written, verbal and presentation skills	✓	
Ability to assess organisational needs and provide practical solutions	✓	

Ability to work independently and manage a diverse workload	✓	
Ability to facilitate collaboration, partnership working and networking opportunities	✓	
Strong organisational and time-management skills	✓	
Strong IT skills, including Microsoft Office and CRM systems	✓	
Commitment to equality, diversity and inclusion	✓	
Educated to A-Level standard or equivalent experience		✓
Relevant qualification in community development, charity management or a related field		✓
Warm, approachable and community-minded manner	✓	
Empathy and ability to support organisations at different stages of development	✓	
Creative problem-solving skills and a positive, can-do attitude	✓	
Passion for strengthening communities and reducing inequalities	✓	
Ability to travel independently throughout Wiltshire.	✓	
Willingness to work flexibly, including occasional evening meetings and events.	✓	
Commitment to the values and mission of Wessex Community Action.	✓	
Full UK driving licence and access to a vehicle.		✓
Experience of monitoring and evaluating funded projects.		✓