

Voluntary Sector Development Officer

Date: September 2018

POST: VOLUNTARY SECTOR DEVELOPMENT OFFICER
SERVICE: HOUSING & COMMUNITY SERVICES
SECTION: COMMUNITY INVOLVEMENT
BAND: 6
REPORTS TO: COMMUNITY INVOLVEMENT MANAGER
RESPONSIBLE FOR: N/A
TYPE: Hot desking in Basildon Centre

All Council posts are subject to National Joint Council (NJC) conditions of service.

Basildon Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

Please note that the Council applies a robust recruitment vetting process.

MAIN PURPOSE

The post holder is responsible for developing strong partnerships with the community and voluntary sector, with a focus on clear outcomes to support the Council's Corporate Plan. Working with other agencies and organisations to build capacity within the sector, the post holder will take the lead on identifying sources of external funding that the Council or community may be eligible to bid for and communication of these opportunities, as appropriate.

The post holder is responsible for managing and monitoring performance of a range of Grants and Grant Funding Agreements held by Housing and Community Services with a broad spectrum of Voluntary and Community Sector (VCS) organisations, to ensure that the Council is achieving best value from them.

The post holder will need to keep abreast of local and national developments/initiatives within the Voluntary and Community Sector (VCS) and will be the Council's specialist advisor, providing expert knowledge, advice and guidance to Senior Officers and VCS organisations, in respect of applications for external funding, which complement the strategic objectives of the Council and its partners, as well as supporting organisations wishing to bid for work being commissioned by other agencies.

DUTIES

1. To manage all aspects relating to the provision of Grant Funding Agreements (GFA's), held by Housing and Community Services, with a broad range of VCS groups. This includes:
 - Liaison with organisations working to GFA's held with the Council
 - Scrutiny of monitoring information ensuring objectives/targets/funding conditions are being met,
 - Liaison with and advice to Elected Members in respect of performance monitoring, process and decision making
 - Preparation of an annual performance summary for each agreement held, draft reports and monitoring information for consideration by the Councils Communities Committee
 - Completion of Officer Decision Records, (where necessary) on which some decisions are recorded
 - Payment of grant funding
 - Service Impact Assessments relating to each individual GFA
 - Full reviews of GFA's as and when required

2. Manage the full portfolio of grants operated by Housing & Community Services, regularly reviewing agreements and funding schemes and providing appropriate advice and recommendations to elected Members which includes:
 - Grants to Organisations
 - Grants to Aged Persons Clubs
 - Spacehive Applications via the Essex Crowd portal
 - Other grant funding streams, as they emerge,

3. Develop and maintain application forms and guidance notes to support the grant funding streams above and to maintain their online presence on the Basildon Council website, to enable VCS groups, organisations and partner agencies to apply for funding from the Council.

4. To ensure appropriate monitoring systems and processes are in place to track progress and evaluate the outcomes of projects and initiatives funded by the service.

5. To monitor the budgets relating to GFA's and all Grant Funding.

6. To proactively lead on scanning the funding horizon to identify and research funding opportunities to support the Council and its partners. To initiate and coordinate funding applications and the preparation of business cases, as appropriate, giving consideration to match funding options, where necessary.

7. Support VCS groups and organisations to identify and apply for funding from external bodies, working with the groups to ensure that they are fit for purpose, with the ability to manage and monitor externally funded projects.
- 8 To support groups to ensure that they are fit for purpose, by providing support and guidance on governance arrangements/models of operation and where necessary working with them to develop robust Business Plans, which support applications for funding.
9. To provide a 'Critical Friend' Scrutiny Service, offering constructive critique on bids from VCS groups to both Council and external funding bodies, taking into account the criteria set by funders, prior to their submission in order to maximise chances of success.
10. To develop and deliver a comprehensive training programme geared towards VCS organisations to enable them to make successful funding applications and tender for work being commissioned by other agencies.
11. To provide officers, members and partners with high quality advice and guidance on funding criteria, procedures, risks, processes and timescales related to external funding opportunities.
12. To prepare and distribute a bi-monthly electronic newsletter to VCS database contacts, ensuring information is comprehensive and timely.
13. To maintain content of the Social Media accounts for Community Involvement, ensuring regular posts are made to reflect the work of the team.
- 14 Establish and maintain relationships with key external funding bodies to encourage investment into the Borough.
15. To work in partnership with other organisations to ensure that opportunities are maximised to their full potential, bringing in additional resources to the Borough.
- 16 To prepare and present reports to Service Managers, Members, Committees, and external bodies, as required.
- 17 To work in partnership to ensure the sustainability of projects following the cessation of external funding, where possible.
- .18 To work unsocial hours as and when necessary.

- 19 To comply with BBC's Equal Opportunity Policy 'Opportunities for All' Scheme, Code of Conduct, Financial Regulations, Data Protection and other relevant policies, procedures and legislation.
- 20 To represent and act for the Community Involvement Manager in their absence.
- 21 Undertake all the duties within the framework of Equal Opportunities.
- 22 Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".
- 23 You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.

PERSON SPECIFICATION

Position Title:	Voluntary Sector Development Officer	Date Prepared:	20.09.2018
Department:	Community Involvement	Band:	6

AF= Application Form	I = Interview	T= Test
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	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE AND KNOWLEDGE			
1.1	Proven (at least 3 years) experience of working with Voluntary and Community Sector (VCS) organisations to build capacity and sustainability, together with in depth knowledge of national and local issues relating to the VCS.	✓		AF/I/T
1.2	In depth (at least 3 years) knowledge relating to a wide range of external funding sources, processes, procedures, criteria and funding requirements.	✓		AF/I/T
1.3	Experience of developing and delivering training sessions and speaking in public.	✓		AF/I/T
1.4	Experience of effective performance management	✓		AF/I/T
1.5	Experience (min 2 Years) of working in a Grant Making/Funding setting.	✓		AF/I/T
1.6	Supervisory Experience		✓	AF/I
1.7	Experience and knowledge of the use of Social Media as a promotional tool, as well as Microsoft packages – word, excel etc	✓		AF/I/T
1.8	Excellent written and verbal communication skills	✓		AF/I/T
2.	COMPETENCIES			
	WORKING WITH PEOPLE			
2.1	<ul style="list-style-type: none"> a) Demonstrates an interest in and understanding of others b) Adapts to the team and builds team spirit c) Recognises and rewards the contribution of others d) Listens, consults others and communicates proactively e) Supports and cares for others f) Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses 	✓		AF/I/T
3.1	RELATING AND NETWORKING	✓		AF/I/T
	<ul style="list-style-type: none"> a) Establishes good relationships with customers and staff 			

	REQUIREMENTS	Essential	Desirable	Assessed
	<ul style="list-style-type: none"> b) Builds wide and effective networks of contacts inside and outside the organisation c) Relates well to people at all levels d) Manages conflict e) Use humour appropriately to enhance relationships with others 			
3.3	<p>PRESENTING & COMMUNICATING INFORMATION</p> <ul style="list-style-type: none"> a) Speaks clearly and fluently b) Expresses opinions, information and key points of an argument clearly c) Makes presentation and undertakes public speaking with skill and confidence d) Responds quickly to the needs of an audience and to their reactions and feedback e) Projects credibility 	✓		AF/I/T
4.1	<p>WRITING AND REPORTING</p> <ul style="list-style-type: none"> a) Writes clearly, succinctly and correctly b) Writes convincingly in an engaging and expressive manner c) Avoids the unnecessary use of jargon or complicated language d) Writes in a well-structured and logical way e) Structures information to meet the needs and understanding of the intended audience 	✓		AF/I/T
4.3	<p>ANALYSING</p> <ul style="list-style-type: none"> a) Analyses numerical data, verbal data and all other sources of information b) Breaks information into component parts, patterns and relationships c) Probes for further information or greater understanding of a problem d) Makes rational judgements from the available information and analysis e) Produces workable solutions to a range of problems f) Demonstrates an understanding of how one issue may be a part of a much larger system 	✓		AF/I/T
6.1	<p>PLANNING AND ORGANISING</p> <ul style="list-style-type: none"> a) Sets clearly defined objectives b) Plans activities and projects well in advance and takes account of possible changing circumstances c) Manages time effectively d) Identifies and organises resources needed to accomplish tasks e) Monitors performance against deadlines and milestones 	✓		AF/I/T

	REQUIREMENTS	Essential	Desirable	Assessed
	EDUCATION AND TRAINING			
3.1	At least 5 GCSE's (or equivalent) at Grade C / 6 or above including Maths and English.	✓		AF/I
3.2	Training Qualification e.g PTLTS		✓	AF/I