

JOB DESCRIPTION
Networks & Partnerships Officer



Title of Post:	Networks & Partnerships Officer
Salary Scale:	£21,500 - £23,500 (Pro Rata if Part time)
Hours of Work:	35 hours per week
Benefits:	5% Pension Contribution 20 Days annual Holiday plus bank holidays
Responsible to:	Chief Officer/Chair
Special Conditions:	Occasional evening or weekend work
Areas of work	Bury wide and Greater Manchester occasionally

1. Job Role

- a) Facilitate and support VCF members by providing and sharing information
- b) support VCF organisations in communication with each other
- c) support VCF organisations in communication with public sector (council / CCG / GMCA / police / fire / Govt etc)
- d) ensure information dissemination from public sector to the VCF
- e) ensure Issues and concerns from the VCF are fed back to the public sector

2. Tasks

- a) Support local VCF networks including COG; and the VCS assembly
- b) Ensure dissemination of information to the wider VCF sector in a variety of ways
- c) Support, develop and build capacity of VCF reps on strategic partnerships/Networks
- d) Collate and disseminate information from VCF reps on strategic partnerships/Networks to the wider sector and make it available online
- e) promote mutual understanding between public and VCF sectors.
- f) ensure better communication between sectors
- g) circulate/share info in different ways – post/mail/email/Social Media; website and Newsletter etc
- h) Collate and disseminate relevant information from national/regional and local developments, to the VCF
- i) Collate feedback from Reps on strategic partnerships and disseminate widely
- j) Be a communication interface between Bury Council/CCG/GMCA etc. and the wider VCF and vice versa
- k) Act as conduit for communication between Bury Council/CCG/GMCA and VCF.
- l) Keep abreast of funding and tendering opportunities and disseminate the information to the VCF
- m) Maximise VCFA newsletter website and Social Media to disseminate information,
- n) provide feedback and collate responses
- o) Provide consultation with the VCF to Bury Council/GMCA and public sector in general.

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3. Others

- a) Support development of VCFA
- b) Keep abreast of funding opportunities and disseminate these
- c) Fill in for other staff members (holiday & sickness cover)
- d) Recruit, Manage & support volunteers to support this role

4. General Requirements

- a) Participate in training and information briefings and maintain an up to date knowledge of the VCF sector.
- b) Attend supervision sessions and staff meetings.
- c) Assist management in preparing quarterly monitoring reports outlining progress of the work, bids submitted; funding secured and key issues raised by members.
- d) Carry out occasional other duties as agreed within supervision to develop the aims of VCFA.
- e) To undertake any other duties as prescribed by the Chair/Chief Officer.
- f) Undertake such personal training as may be required to keep up to date and fulfil the professional requirements identified for this job description.
- g) To have a collaborative and flexible approach to work undertaken by VCFA.
- h) Contribute to the development of VCFA

5. Equal Opportunities

VCFA is committed to equal opportunities, anti discrimination and anti oppressive policy or practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, ethnicity, religion, marital status, sexual orientation, age or impairment. This policy applies to job applicants, employees, volunteers and service users.

6. Notes

- a) All jobs are subject to change from time to time and this job description will be reviewed regularly.
- b) The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post.
- c) This post is subject to a 6 month probationary period.

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PERSON SPECIFICATION	ESSENTIAL/ DESIRABLE
<p>EXPERIENCE</p> <ol style="list-style-type: none"> 1. A minimum of 2 years experience of developing and supporting Networks 2. Experience of disseminating & sharing strategic policy work. 3. Experience and understanding of public sector & Community Engagement 4. Experience of working at a strategic level with or within the VCF 5. Experience of working at a strategic level including service delivery, tendering and contracting. 	<p>Essential Essential</p> <p>Essential Essential Desirable</p>
<p>SKILLS</p> <ol style="list-style-type: none"> 2. Understanding of current local government policies, which affect the VCF 3. An ability to work strategically within a multi agency framework 4. Able to be self-supporting in the use of computers - word processing Email, spreadsheets and databases. 5. Excellent written communication skills and presentation skills 6. Administrative skills – able to develop and maintain good administrative systems, particularly information systems. 7. Interpersonal skills – able to relate to a wide range of people from differing backgrounds, cultures and professions with experience of leading and facilitating multi-agency meeting and workshops 8. Organisational skills – ability to plan and manage own time effectively. 9. Equal opportunity – able to ensure that equality of opportunity is fully integrated into every aspect of the work. 10. Understanding of the public sector tendering/contracting requirements 	<p>Essential Essential Essential</p> <p>Essential Essential</p> <p>Essential</p> <p>Essential Essential</p> <p>Desirable</p>
<p>QUALIFICATIONS</p> <ol style="list-style-type: none"> 11. A degree or equivalent experience in a similar role 	<p>Essential</p>
<p>KNOWLEDGE.</p> <ol style="list-style-type: none"> 12. Experience of developing organisations through capacity and capability building to ensure that they are fit for purpose 13. Experience and/or knowledge of the strategic issues facing the VCF 	<p>Essential</p> <p>Essential</p>
<p>OTHER REQUIREMENTS</p> <ol style="list-style-type: none"> 14. Able to work occasional evenings (with notice). 15. Ability to travel 	<p>Essential</p> <p>Essential</p>