



BURY
VOLUNTARY,
COMMUNITY
& FAITH
ALLIANCE



LIQA
Local
Infrastructure
Quality
Accreditation

Recruitment Pack

Capacity Building Coordinator

Closing Date: 12pm Sunday 7th January 2024

Interview Date: Thursday 18th January 2024

Who we are

At Bury VCFA we're proud to champion the vital role the VCSE sector makes to the people and communities of Bury.

Set up five years ago, Bury VCFA is here to develop the capacity of VCSE sector groups and organisations and connect people to the wealth of volunteering opportunities in the Borough.

We support the voice of the VCSE sector through our networks and strategic representation across a wealth of themes including health and social care, children and young people, community safety, skills and employment and the environment.

We promote the sector, championing its' role strategically and acting as a catalyst for the sectors' involvement in the design and delivery of local services.

We are looking to add to our committed team of staff to ensure we continue to deliver quality services that meet the changing needs of the VCSE sector in Bury.

For more information about our services, please visit www.buryvcfa.org.uk



How we work and what we do

Our work aligns with the four key functions of Local Infrastructure as identified by NAVCA (National Association for Voluntary and Community Action) for which we're proud to have received accreditation in April 2023.

We provide volunteering and organisational development support to the VCSE sector in Bury - helping to build its capacity to enhance the quality of life for individuals and local communities. We promote the sector, championing its' role strategically and acting as a catalyst for the sectors' involvement in the design and delivery of local services.



At Bury VCFA we offer a range of benefits to ensure you feel supported and connected



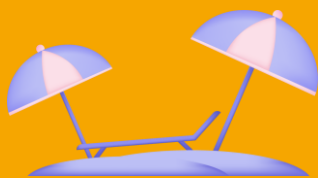
35 hour full time working week



Flexible working policy



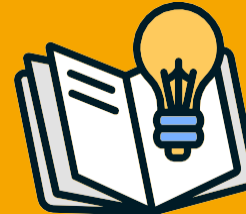
Real Living Wage Employer



25 days annual leave plus bank holidays (pro rata)



Additional holidays for continuous service



Training and development opportunities



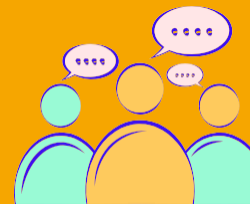
IT resources to keep you connected



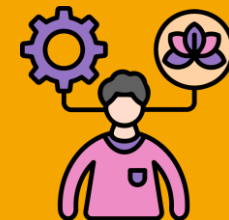
Career progression opportunities



5% employer pension contribution



Regular team meetings and networking



Monthly supervision to share work practice

Capacity Building Coordinator

Salary:	£30,000 - £32,000
Hours of Work:	35 hours per week (full-time)
Contract	Permanent
Benefits:	5% Pension Contribution 22 Days annual leave + 3 concessionary days + bank holidays
Location/base:	Hybrid (home/office/community)
Responsible to:	Chief Officer
Special Conditions:	Occasional evening or weekend work
Areas of work	Bury wide with occasional travel across Greater Manchester

Who we're looking for

We're looking for an individual with the ability to motivate and foster good working relationships within a team and ensure that the standards of our NAVCA Local Infrastructure Quality Award are maintained across our capacity building offer.

You will be enthusiastic, self-motivated, well-organised, with good leadership skills. You will be able to build and maintain positive relationships internally and with external partners and be able to manage flow of work within the team.

You'll have excellent knowledge of the VCSE sector, the challenges the sector faces and a sound understanding of VCSE sector governance, funding and income opportunities and good practice in volunteer management.

What you'll be doing

This role is part of Bury VCFA Capacity Building Team.

The post holder will ensure the effective delivery of our VCSE sector capacity building services. You will be providing guidance and leadership to the Capacity Building Team across volunteering, VCSE sector governance, funding, safeguarding and community development.

You will connect our capacity building support to our broader service offer as a key member of the Operational Leadership Team.

You'll be guiding, supporting and building a strong and effective team that can meet the changing development needs of Burys' VCSE sector.

You'll be connecting with partners, analysing team performance and ensuring that the VCSE sector is kept up-to-date on legal and policy developments.

Main Responsibilities

The aim of this post is to strengthen Bury VCFA capacity building offer and provide direct line management to the Capacity Building Team.

Leadership and Advocacy

- Lead the Capacity Building team at Bury VCFA in delivering a comprehensive borough-wide quality offer.
- Provide direct line management to the Bury VCFA Capacity Building Team including support and supervision, performance and caseload management.
- Coordinate Capacity Building team meetings, team development sessions, and arrange internal and external training for staff to ensure they keep up to date with developments in the VCSE sector.
- Ensure all elements of our core contracts relating to the delivery of our VCSE Sector capacity building and funding programmes are delivered.

Capacity Building

- Provide advice and guidance to the team on supporting VCSE sector organisations, including on governance, policies, volunteer management, funding, organisational structures and development and contribute to delivery of (as required) one to one guidance and training
- To design, deliver (as required) and coordinate the Bury VCFA training programme, ensuring it meets the needs of the VCSE sector in Bury and builds on the strengths and expertise of partner organisations as required.
- Analyse internal service monitoring data, qualitative information and stakeholder feedback to ensure that our services meet the needs of the VCSE sector in Bury.
- Ensure that the impact of Bury VCFA capacity building offer is accurately recorded through our CRM system, is measured and actively promoted, including contributing to regular monitoring and evaluation reports.

Volunteering

- Ensure that Bury VCFA volunteering support meets the evolving needs of volunteers and volunteer involving organisations in Bury.
- Ensure that volunteering is a positive, person-centred and fulfilling experience for all volunteers in Bury in line with the priorities of the Bury Volunteering Strategy. (See 'further information').

Partnerships and Collaboration

- To contribute to development of our membership offer, ensuring it is embedded into our service delivery.
- Make and sustain effective working relationships with key partners and to further develop opportunities for partnership working.
- Pro-active engagement with Bury VCFA team to identify opportunities for cross-team collaboration, specifically our Communications Officer to ensure the VCSE sector is kept up to date on new developments and that good news stories from the sector are championed at every opportunity.
- To participate in a range of networks and activities to promote the value and role of the VCSE sector in Bury.

Person Specification

Skills

Ability to communicate, engage and work effectively with people from a diverse range of backgrounds in a sensitive and supportive way.
Excellent organisational and project management skills – able to plan, deliver and evaluate projects within a given timeframe.
Able to analyse the development needs of VCSE organisations using organisational strength and quality assurance tools and design programmes of support for their development.
Excellent listening, written and verbal communication skills.
Able to develop and deliver excellent quality participative packages of support and training to diverse VCSE organisations including small, medium and large organisations.
Able to gather and analyse information; monitor, evaluate and make recommendations.
Solution-focused with excellent analytical and problem-solving skills.
Ability to make presentations and prepare concise written reports and briefings for a variety of audiences.
Able to plan and manage budgets.
Confident in using digital technology including Office applications and video conferencing.

Knowledge

Knowledge and understanding of Bury – the place, its' people and the VCSE sectors role in the Let's Do It Strategy (see key reading).
Knowledge and understanding of legal structures available to the VCSE sector and of registration processes with regulatory bodies.
Knowledge and understanding of current legislation and good practice impacting the VCSE sector including: data protection; fundraising and finance; risk management.
Knowledge and understanding of adult and children safeguarding issues impacting the VCSE sector and implementing effective and appropriate policies and practices.
Knowledge and understanding of the reporting requirements of relevant regulatory bodies.
Knowledge of quality standards available to the voluntary and community sector.

Experience

Experience working with/within the VCSE sector.
Experience in supporting organisations and people to develop their capacity and operate to best practice.
Experience of line-managing staff.
Experience of working collaboratively as part of a team to deliver on organisational priorities.
Experience of organising and facilitating meetings.
Experience of designing and delivering packages of support/ learning opportunities to diverse audiences.
Experience of working with key stakeholders and developing relationships across sectors.

Behaviours

A commitment towards Bury VCFA's mission in supporting a vibrant Voluntary, Community & Faith sector in Bury.
Able to network and positively represent the organisation
Able to work flexibly – including evenings and weekends.
A commitment to equality, inclusion, positively promoting diversity and challenging inequality.
A commitment to your own personal training and development.

Other Duties

To take responsibility for individual administration, attend team meetings and mandatory training.

To act as a secondary key holder for Bury VCFA, supporting access to the building during normal working hours.

To perform any other duties commensurate with these responsibilities, the needs of the organisation, the grade of the post and the skills and qualifications of the postholder.

This job description is intended as an outline of the general areas of activity and responsibility for the post holder and may be amended considering the changing needs of Bury VCFA.

To apply for this position, please submit:

- Your CV (2 pages max)
- A supporting statement which describes how you meet each of the competencies in the person specification (2 pages max)
- Equality and Diversity Monitoring Form

- Please return to admin@buryvcfa.org.uk by 12pm on Sunday 7th January 2024.
- Contact for informal discussion: Helen Tomlinson, Chief Officer, Bury VCFA.

Tel 0161 518 5550 or email helen.tomlinson@buryvcfa.org.uk

Key reading:

[Let's Do It! strategy - Bury Council](#)

[Bury VCFA Strategic Plan 23-26](#)

[Bury Volunteering Strategy 23-26](#)