



BURY
VOLUNTARY,
COMMUNITY
& FAITH
ALLIANCE



LIQA
Local
Infrastructure
Quality
Accreditation

Recruitment Pack

Volunteering Development Officer

Closing Date: 12pm Sunday 7th January 2024

Interview Date: Friday 19th 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.

PARTNERSHIPS AND COLLABORATIONS



Creating opportunities and driving effective joint working by building networks of local organisations and strategic partners.

LEADERSHIP AND ADVOCACY



Mobilising and encouraging community action, strengthening our sector's voice and influence on key decision-makers and funders.

CAPACITY BUILDING



Providing practical support and opportunities for people to develop skills in their local community, so that they can achieve their goals and aspirations.

VOLUNTEERING



Building an environment in which volunteers and their communities thrive, by encouraging and nurturing volunteering opportunities.

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



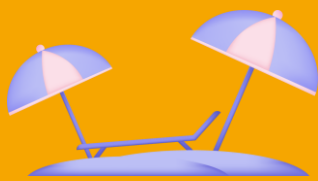
35 hour full time working week



Flexible working policy



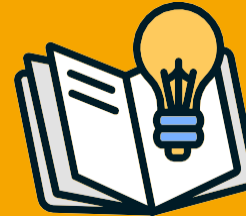
Real Living Wage Employer



25 days annual leave plus bank holidays (pro rata)



Additional holidays for continuous service



Training and development opportunities



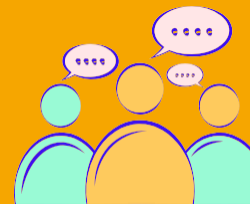
IT resources to keep you connected



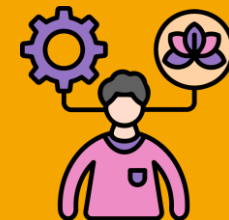
Career progression opportunities



5% employer pension contribution



Regular team meetings and networking



Monthly supervision to share work practice

Volunteering Development Officer	
Salary	£25,000 - £26,500
Hours of Work	Full Time (35hrs per week)
Contract	Permanent
Benefits	5% Pension Contribution 22 Days annual leave + 3 concessionary days + bank holidays
Location	Hybrid (Home / Office / Community)
Responsible to	Capacity Building Coordinator
Responsible for	Community Outreach Worker
Special Conditions	Occasional evening or weekend work
Area of Work	Bury with occasional travel across Greater Manchester

Who we're looking for

This role is as diverse as our sector! No two weeks are the same.

But ultimately, we are looking for someone:

- With the ability to communicate with a wide and diverse range of people in a culturally sensitive way
- Who has a passion for volunteering and the difference it can make for individuals, organisations and communities.
- Who can build strong and trusting relationships with VCSE organisations and can be a representative of Bury VCFA in the community
- Who has a problem-solving approach – with patience, listening skills and the ability to provide a professional challenge if needed.
- Who has the passion and skill to work as part of a team to support the VCSE sector and genuinely improve the quality of life for people living in Bury.

What you'll be doing

This post is part of our capacity building team which delivers the key work of Bury VCFA.

The aim of the team is to build the capacity, capability, and sustainability of the voluntary, community and social enterprise sector (VCSE) in Bury. Ultimately ensuring a vibrant VCSE sector in Bury and improving the quality of life for local people.

The role is borough-wide and involves leading our work on the Bury Volunteer Strategy as well as actively championing all aspects of volunteering in the borough.

Aspects of the role include supporting local people in finding relevant, safe and supportive volunteering opportunities; supporting organisations with their volunteer development and capacity building through good practice support; networking and training; and identifying new activities and opportunities to support volunteering in the borough.

Areas of interest for development within the Bury strategy include employer-supported volunteering, youth leadership and the role volunteers can play in public sector organisations including health and social care.

Volunteer Support

- Maintain and deliver a high-quality volunteer brokerage for Bury residents.
- Support individual volunteers to become volunteers including finding suitable opportunities and application processes.
- Recruit, support and manage volunteers for Bury VCFA programmes and activities.

Supporting Volunteer Recruiting Organisations

- Offer good practice support and advice to organisations wishing to establish or develop volunteer programmes.
- Produce written tools, including guides and fact sheets on good practice in volunteer recruitment and management
- Support organisations with writing role descriptions for volunteers, and offer advice on role carving and creation where necessary
- Develop, coordinate and deliver a programme of volunteer management training for volunteer-involving organisations and their volunteers as well as tailored and bespoke training for specific projects.

Partnership Working

- Facilitate and chair a minimum of four volunteer co-ordinators network meetings per year to ensure good practice development in the wider community and voluntary sector in Bury
- To work in partnership with business and community organisations, to support the development of employer-supported volunteering programmes to create a vibrant and sustainable environment for volunteering.
- Engage with other Local Infrastructure Organisations in Greater Manchester, ensuring Bury VCFA develops in line with national good practice standards and initiatives
- Seek new opportunities for relationships between Bury VCFA and key agencies across Bury

Promotion and Communications

- Monitor, gather evidence and report on agreed outcomes from all relevant aspects of the work –contributing towards our monitoring and evaluation, as well as our marketing and communications
- Able to maintain and update organisational information on appropriate databases and recording mechanisms.
- Working as a team with the Communications and Engagement Officer:
 - Develop activities linking into and considering the awareness week calendar e.g. volunteers week, trustee week etc
 - Produce case studies to raise the profile of our work and of volunteering across the Borough.
 - Distil relevant information and create clear and meaningful reports, articles, and updates for the Bury VCSE sector.

Person Specification

Skills
Excellent written and verbal communication skills.
Good project management - Able to plan, deliver and evaluate projects and programmes
Use initiative; organising and prioritising own workload within an agreed plan
An ability to research, understand and apply to practical circumstances a range of policy, strategic and legal information.
Ability to engage individuals and encourage active participation in new opportunities
Ability to network and work in partnership with people from a wide range of organisations, including voluntary, statutory or other agencies
Ability to assess the strengths and weaknesses of organisations and to design a programme to support their development
Confidence using digital technology including office applications and video conferencing

Knowledge
Knowledge and understanding of Bury – the place and its people
Knowledge and understanding of the benefits of volunteering
Understanding the complex needs of individuals who experience barriers to employment may use volunteering to improve their skills and experience
Awareness of policy and practice issues relevant to volunteering, including safeguarding, health and safety and working with vulnerable groups

Experience
Experience working with/within the VCSE sector
Experience in recruiting and supporting volunteers
Experience of line managing volunteers/staff
Experience in creating and delivering quality participative training and workshops to a diverse range of people
Experience in developing good practice policies, procedures and tools such as information guides and template documents
Experience organising and facilitating meetings and events both online and in-person
Experience in assisting and working with individuals to become involved in the development of their communities (including those that may need extra support)
Experience working with and relating to people from diverse backgrounds

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](#)