Bassetlaw Community and Voluntary Service

Voluntary and Community Sector Group Development Officer and Training Coordinator

Hours: 37.5 hours per week

Salary: £23,136 to £26,003 FTE subject to experience

Contract Term: Initially a 12- month fixed term contract with planned extension subject to funding

Reporting to: Bolsover Team Lead

This role is available as a job-share and/or term time annualised hours.

General Role Description

The Bassetlaw & Bolsover VCS Group Development and Training Coordinator is a key 'on the ground' voluntary sector post. It will focus on group development including working with new and established groups. The post will have a particular focus on Inclusion, Diversity and Equality, and group training needs analysis including governance and workforce development.

The post will work remotely throughout the Districts of Bassetlaw & Bolsover from community-based locations to support the growth and development of VCS organisations.

As such, the role requires someone with experience of working in or with the VCSE sector, strong inter-personal skills, the ability to build relationships with community organisation and stakeholders including statutory partners, and someone who is well organised and capable of operating independently and as part of wider teams.

We welcome applicants from all backgrounds and communities, and in particular those that are currently under represented in our workforce.

Job Description

1. Work with Voluntary and Community sector organisations to proactively identify needs and barriers to growth and sustainability. This post will have a particular focus on Inclusion, Diversity and Equality, and group training needs analysis including governance

2. Support and, where appropriate, lead project work within BCVS, local and county partnerships in support of the above aims

3. Effective regular liaison/communication with statutory partners, providing a two-way link with the voluntary and community sector

4. Identify synergies of provision and develop collaborative relationships

5. Explore and promote funding opportunities for relevant voluntary organisations and community groups from national, regional and local sources

6. Support relevant partners to identify gaps in service and, where appropriate, setup new groups and help existing groups establish services that meet an identified need

7. Networking and engagement and the organisation of events and networking opportunities and information sharing, collaboration and mutual support

8. Attendance at relevant BCVS internal and external events/meetings

9. Attendance at relevant external conferences and training events

10. Actively gather local insight regarding VCS activity and support the growth of the VCS contact database

11. Contribute to relevant content creation for the e-bulletins for Bolsover and Bassetlaw. These provide information which includes upcoming events, relevant sector information and funding and commissioning opportunities

12. Monitor and report on activity including the production of relevant reports

13. Maintain the confidentiality of sensitive personal and organisational information, in line with the organisations confidentiality policy and GDPR regulations

14. Plan and coordinate the training programme delivery for groups

15. Liaise with providers and trainers as required to secure training for groups

16. Undertake data analysis and reporting to provide accurate and timely reporting on all training programs

Person Specification - Required Skills, Competencies and Experience include:

- Knowledge & experience of the voluntary / community sector
- Experience of working with statutory agencies
- Experience of development and delivery of training
- ICT and PC skills, particularly MS Office programs
- Excellent networking and interpersonal skills
- Good communication skills (verbal and written)
- Ability to work on own initiative
- Ability to work in a small flexible team and establish positive relationships with team members
- Strong organisational skills
- A strong understanding of group set up, governance, structure and ongoing support.
- Experience of writing funding bids and supporting organisations to develop applications
- Ability to work to tight deadlines
- A willingness to work flexibly within the total number of hours per week as determined by operational priorities
- Proactive commitment to Sustainability, Inclusion, Diversity and Equality
- Good knowledge of training and delivery quality standards
- A current Driving Licence and own transport

Flexibility is required within the remit of this post and additional duties may be required from time to time.