



## JOB DESCRIPTION

### **Development Worker**

Full-time post (flexible/part time hours considered)

£32-34k (depending on experience)

Permanent contract

Accountable to the Head of VCFSE Development

6-month probationary period

25 days annual leave (pro rata) plus bank holidays

Flexible hybrid working from both home and in the office at Hambridge, as required

**We're on a mission to help change lives and build healthy, resilient communities in Somerset.**

We do this by supporting and championing voluntary and community organisations and providing a range of services, training and advice. We also believe that everyone should have the opportunity to thrive and so we work with local partners to provide volunteering opportunities for all.

Pivotal to our success in this mission is our talented team of Development Workers, who work proactively to support local organisations and residents, driving quality across the sector and influencing local developments, creating opportunities for the VCFSE to grow and thrive.

Working across the county, you will bring a broad range of skills, knowledge and experience to the role: partnership working, consultation and engagement, networking, fundraising, business development, project management and capacity building – with core community development principles at the heart of everything you do.

You will need to be flexible, adaptable and creative, representing the organisation, promoting our services, facilitating forums and networking events and developing partnerships with relevant stakeholders. As a key member of the Bright Sparks team, you will need to be curious, tenacious, politically aware – and equally comfortable working with grass roots groups as you would be representing Spark and the wider VCFSE at strategic meetings.

Will you help us create a Somerset where anyone can make great things happen for their communities?

## **Key responsibilities**

With ever changing trends and challenges within the VCFSE sector and the wider community, this role requires flexibility, a can-do attitude, independent thinking and an entrepreneurial spirit. The responsibilities below give a broad overview of the role, but the postholder will also use their insights and expertise to shape the priorities according to community need.

### Capacity-Building:

- To provide information, advice and mentoring support to VCFSE groups and organisations in a range of areas, including:
  - governance
  - legal structures
  - funding
  - policies & procedures
  - business/project planning
  - monitoring & evaluation
  - evidencing impact & outcomes
  - networking & partnerships
  - assessing & managing risk
  - safeguarding
- To accurately capture and record activities and support given on our CRM system.
- To identify and provide a range of opportunities for VCFSE groups and organisations to develop their knowledge and skills to operate effectively e.g. hold workshops, share relevant documentation and information, create blogs and vlogs, and signposting to relevant external events and activities.
- Work collaboratively with the team to develop and deliver high-quality accessible materials, training, workshops and support packages that meet the emerging needs of the VCFSE and enable groups and organisations to build strong and effective skills.
- Work with colleagues to increase and improve the quantity, quality and diversity of volunteering across Somerset.

### Partnership and Networking Development:

- Develop partnerships and work closely with other local agencies, as appropriate, in order to better support communities, stimulate new approaches and provide new development and learning opportunities for local groups.: e.g. health, town and parish councils, social care, community partnership groups and other community networks

- Identify and enable opportunities for better strategic alignment between community projects to create efficiencies, enable more 'joined up' support and create better outcomes for communities.
- Organise and host regular forums and networking opportunities for groups and communities – place-based, thematic, responding to need etc.
- Develop mechanisms to enable VCFSE organisations to engage in strategic conversations, such as neighbourhoods (health), local community networks and the VCFSE Assembly.
- Support groups to network with other VCFSE groups and organisations and link into partnerships and strategic priorities for Somerset that are relevant to their work.
- Build positive working relationships with VCFSE groups and organisations, statutory partners, commissioners and funders.
- Work collaboratively with colleagues across the charity, including the Somerset Youth Work Alliance, Mental Health Network, Dementia Partnership and other internal projects.
- Provide general support and facilitation expertise, as required, to the Partnerships team to help amplify the voice and influence of the Somerset VCFSE.

#### Communication Skills:

- Monitor, gather evidence and report on agreed outcomes from all relevant aspects of the work – this will contribute towards monitoring and evaluation processes, reports and marketing and communications.
- Contribute to social media communications and other communications as agreed with the Communications team.
- Collect and communicate relevant information to colleagues and VCFSE groups and organisations on a full range of up-to-date, relevant and accessible information on various opportunities e.g. funding, social investment, tenders, training, sector developments, policies, collaboration, consultations, surveys, etc.

#### General:

- To attend and actively participate in staff team meetings
- Keep abreast of changes in relevant policies and legislation
- To manage own time and workload effectively, whilst also working as part of a wider team
- To promote the mission, vision, values and strategic priorities of Spark Somerset

- Undertake any other duties that may be reasonably required by the CEO and the Board
- Promote and adhere to all policies adopted by the Board of Trustees

### **You will bring:**

- Experience of delivering accessible information, advice and guidance activities within a VCFSE organisation
- Essential broad-base knowledge and experience in the following areas:
  - Governance within VCSE organisations, in particular setting up groups & organisations
  - Funding, in particular, writing bids
  - Policies and procedures
  - Business/project planning
  - Monitoring & evaluation
  - Evidencing impact & outcomes
  - Networking & partnerships
  - Assessing & managing risk
  - Safeguarding
  - Volunteering
- Demonstrable and significant expertise in at least two of the areas above, with the ability to share knowledge and upskill other team members.
- A sound understanding of the principles of capacity building techniques, asset-based community development and empowerment and a commitment to co-production.
- Knowledge and understanding of the factors affecting VCFSE sector sustainability, both in internal and external
- An ability to research a range of policy, strategic and operational information and provide practical, appropriate solutions.
- Experience facilitating meetings and events, online and offline.
- Excellent oral and written presentation and communication skills which are clear, easily understood and relevant to a range of audiences.
- A creative, lateral way of thinking and finding solutions.

### **You should have:**

- Excellent analytical and problem-solving skills; creative and lateral thinking
- Initiative to manage time and prioritise workload.
- Ability to spot opportunities to enhance your work and achieve better outcomes for the VCFSE and communities.
- Excellent IT skills including Office 365 applications, CRM, social media, Zoom etc.
- The ability to work both under your own initiative and as part of a wider team, to be flexible and tenacious, responding both reactively and proactively to situations as they arise.
- Willingness to work occasional evenings and weekends with reasonable notice.
- The ability to travel across Somerset to relevant meetings and events.

**We will provide:**

- Flexibility and remote working options
- Open and friendly team environment
- Free Employee Assistance Programme

**Diversity and inclusivity**

A diverse voice is a more powerful voice. Diversity in our people brings new viewpoints and this drives debate and creativity, which is key to successful campaigning and an ability to engage new audiences. As such, we encourage applications from people who belong to groups which are often marginalised in society.

**To apply**

To apply, please submit your CV and an expression of interest explaining how your skills and experience meet the requirements of the role to [recruitment@sparksomerset.org.uk](mailto:recruitment@sparksomerset.org.uk).

For an informal chat about the role contact Sharon Hale on [sharon.hale@sparksomerset.org.uk](mailto:sharon.hale@sparksomerset.org.uk) or 07817 646418. No agencies please.

**Closing Date:** 12 noon on Thursday 4 April.

**Interview Date:** Tuesday 16 April