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**Job Description**

**Job title**  Voluntary Sector Development Adviser (Mendip)

**Working hours** 20 hours per week

**Salary** £25,000 pro rata

**Accountable to** Voluntary Sector Development Manager

**Term of Contract** 12-month contract, with an option to renew if funding is available

**Annual Leave**  24 days pro rata + bank holidays

**Probationary Period** 3 months

**Office base** Home-based (ideally in Mendip), although the majority of the work is community based within Mendip

**Expenses** Travel expenses from home

**Main Purpose of Post**

The Voluntary Sector Development Adviser (Mendip) will provide a range of services and support to local voluntary sector organisations, communities and volunteers across the District.

The post holder will support groups to develop their capacity and advise around issues of organisational development and financial sustainability.

They will represent the organisation, promoting our services and developing partnerships with relevant stakeholders.

**Main Duties**

1. Engage directly with frontline voluntary and community groups across Mendip.
2. Provide a range of targeted support and infrastructure services to individual groups which might include help with fundraising, strategic and business planning, income generation, organisational development, etc.
3. Develop partnerships and work closely with other local agencies, as appropriate, in order to better support communities: e.g. health, town and parish councils, social care, community partnership groups and other community networks.
4. Organise and host regular forums for groups across Mendip.
5. Coordinator regular Fundraiser Network events across the district with support from the Funding Manager.
6. Develop a register of VCSE groups, so that Spark can build an effective community resource.
7. Maintain and develop a bank of information and resources for use by voluntary and community groups.
8. Develop a bank of case studies which demonstrate the impact of our work and keep detailed records of work undertaken.
9. Work as a team with the other staff and collaborate with them to develop resources and initiatives.
10. Prepare regular reports, in line with organisational procedures, for the CEO to share with the Trustee Board and funders.
11. Promote and publicise the organisation using social media, events and through developing links with stakeholders.

### GENERAL

* Undertake any other duties that may be reasonably required by the CEO and the Board.
* Ensure that the values of the Spark Somerset are promoted at all times.
* Promote and adhere to all policies adopted by the Board of Trustees.

**Person Specification**

**Voluntary Sector Development Adviser**

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| **CATEGORY** | **REQUIREMENTS** | **ESSENTIAL/**  **DESIRABLE** |
| Education/training | Graduate level / equivalent | D |
| Experience | Two years working with and supporting the development of voluntary sector organisations and supporting groups or networks  Track record of working to and achieving targets  Experience of undertaking monitoring and evaluation  Sound experience of partnership working  Experience of successful fundraising  Experience of coordinating and running workshops | E  E  E  E  D  D |
| Knowledge | Principles of asset-based community development and empowerment  Good working knowledge of organisational development and governance in the voluntary sector | E  E |
| Skills/Abilities | Excellent oral and written presentation and communication skills which are clear, easily understood and relevant to a range of audiences  Ability to manage time and prioritise workload  Relevant IT skills to support project, including databases, Powerpoint and social media  Structured approach to work  Self-starter  Able to work both under own initiative and with the flexibility required to collaborate with the wider team  Creative, lateral thinker  Good negotiating skills | E  E  E  E  E  E  E  E |
| Travel / Working  hours | Ability to travel according to the needs of the job with reasonable adjustments if required, according to the Disability Discrimination Act  Ability to work flexible hours including evenings and occasional weekends | E  E |
| Anti-discrimination | Commitment to anti-discriminatory practice  Commitment to implement the Equal Opportunities policy of Spark Somerset. | E  E |
| Physical | Able to carry out the duties of the post with reasonable adjustments where necessary | E |