

**Bolton CVS**



# Recruitment Pack



**Role:**  
**VCSE Sector Evolution Coordinator (Covid-19)**

July 2021

Thank you for expressing an interest in the [VCSE Sector Evolution Coordinator \(Covid-19\)](#) role that we're currently recruiting. This information pack includes the key information about the organisation, the role and contact details for more information.

### A message from the Chief Executive:

Bolton CVS exists to deliver support to Bolton's voluntary, community and social enterprise (VCSE) sector; and to ensure the VCSE, wherever possible, is a valued partner in co-designing and co-producing services across our borough.

The impact of the VCSE sector extends to all areas of life; delivering valuable preventative services that help keep people well, build stronger communities and environments and empower through education and training. We want you to help us further enable the VCSE sector's invaluable activity, at a time when their work is more critical than ever.

It's important that Bolton CVS ensures the sector has access to information and support, in planning and building services that meet the needs of beneficiaries. This may include embracing new and different ways of connecting with people, for example, through use of digital technologies.

I want us to continually evolve to meet the needs of people and communities across the borough, and I'm excited that we're recruiting a VCSE Sector Evolution Coordinator (Covid 19) to help us deliver our work, by engaging with Bolton's diverse VCSE sector to understand their evolving organisational and volunteering needs.

Bolton CVS is a great team to be part of and we embrace flexible and agile working practices, to enable us to provide the best offer we can to the people that we exist to support.

I wish you the best of luck in your application.



Dawn Yates-Obé (Chief Executive).

### What we do and our mission, vision and values

Bolton CVS provides tailored, intensive and quality accredited support to the voluntary and community sector in Bolton. We have an established and nationally accredited volunteering services offer, an amazing array of grants and investments programmes and offer policy, engagement and research support services. We champion the role and need for charities and community organisations and share this information through our communications, our forums, workshops, events and through our one to one support with groups, organisations and communities.

**Our mission is:** *'Working together to develop a diverse, strong and effective voluntary and community sector in Bolton.'*

**Our vision is:** *'A sufficiently resourced and sustainable voluntary and community sector which successfully meets the diverse and changing needs of the people in Bolton.'*

The values that underpin our work are:

**Fairness;** our value of 'Fairness' is about being inclusive through celebrating diversity, promoting equality and accessibility in our work. We blend this with a commitment to working in partnership, supporting others and sharing our thoughts to stimulate and enable change.

**Friendliness;** our value of 'Friendliness' is about being open and transparent and this highlights our organisation's ability to look at the bigger picture, open the door to others, share our information, our skills, our experience and resources to strengthen communities in Bolton.

**Flexibility;** our value of 'flexibility' is about our ability to reflect, review and respond based on feedback, evaluation and influence. As an organisation we will adapt to change with the confidence and organisational structure to maintain stability for ourselves and the sector in Bolton.

### How we operate

Bolton CVS recognises that in order for a voluntary, community and social enterprise (VCSE) sector to thrive, it must be connected, supported and engaged. Everything we do focusses on our key strategic priorities of 'building strength' and 'building capacity' in Bolton's voluntary and community sector and is underpinned through our four strategic objectives:

1. Promoting quality and equality in Bolton.
2. Building capacity and strength in Bolton.
3. Influencing change in Bolton.
4. Preparing for the future in Bolton.

At 1st April 2021, Bolton CVS has 34 employees supporting our work across all activities and programmes. Bolton CVS is governed by a Board of 11 Trustees, who donate their time to provide strategic leadership for the organisation and assess financial and operational performance.

The work and activity of Bolton CVS is distributed across 5 key operational areas:

- Venue and Facilities.
- Communications and Events.
- Finance and Funding.
- Strategic Health and Wellbeing.
- VCSE Sector Capacity Building.

### The role:

This exciting new role will focus on:

- Sustaining collaborative working relationships with the VCSE sector in Bolton and developing connectivity and visibility of Bolton CVS funding, development and volunteer services across the borough.
- Understanding and helping to shape services which meet the sector's priorities and challenges in light of Covid-19
- Championing and developing the role of volunteers in supporting the evolution of initiatives in Bolton
- Strengthen relationships between the public, private and VCSE sectors in Bolton as we work through the next phases in relation to Covid-19

### Who we're looking for?

We're looking for an individual who is passionate about the role of the VCSE sector in delivering positive outcomes for the health and wellbeing of people and communities in Bolton. The ideal candidate will be experienced in working with

teams to shape and deliver programmes of work and will be able to communicate with a range of audiences including strategic partners.

### What you'll be doing?

- You'll be engaging with Bolton's diverse VCSE sector to understand their organisational and volunteering needs in relation to Covid-19.
- You'll be working closely with the Bolton CVS funding and development team to ensure that our services meet the needs of VCSE groups in developing and implementing their evolving plans with consideration to the impact of Covid-19.
- You'll be connecting with strategic partners to champion the role of the VCSE sector as we work through the next phases of Covid-19 in Bolton and highlight challenges and barriers.
- You'll be identifying and connecting with a range of partners, including the private sector, to identify opportunities to collaborate and create social value in delivery of new models of engagement with beneficiaries including through the use of digital technology.

### What you'll need if you're applying for this job?

- You will have experience of working with the VCSE sector and experience of co-design and engagement with people and communities.
- You will need to have a flexible approach to work including working in community settings and at evenings and weekends in order to engage with groups and volunteers.
- You will need to be motivated and able to work on your own initiative and be comfortable working with different organisations and teams.
- You'll need to get to know a wide range of partners, organisations and local communities and maintain those relationships.

### Recruitment information

<b>Post</b>	<b>VCSE Sector Evolution Coordinator (Covid-19)</b>
<b>Closing date</b>	<b>Sunday 29<sup>th</sup> August 2021, 12 Noon</b>
<b>Contact for informal discussion</b>	<b>Lauren McKechnie, Health, Wellbeing and Inclusion Programmes Manager: <a href="mailto:lauren@boltoncvs.org.uk">lauren@boltoncvs.org.uk</a></b>
<b>Interview dates</b>	<b>Week commencing Monday 6<sup>th</sup> September 2021</b>

If you have any further questions about this role, you can contact [recruitment@boltoncvs.org.uk](mailto:recruitment@boltoncvs.org.uk) or telephone us on 01204 546 010.

**Please email your completed application form to [recruitment@boltoncvs.org.uk](mailto:recruitment@boltoncvs.org.uk)**



### Job description – VCSE Sector Evolution Coordinator (Covid-19)

<b>Salary:</b>	<b>£28,672.00</b>
<b>Scale:</b>	<b>24</b>
<b>Hours:</b>	<b>35 hours - 1 FTE (Full time equivalent).</b>
<b>Responsible to:</b>	<b>Health, Wellbeing and Inclusion Programmes Manager</b>
<b>Responsible for:</b>	<b>Quality Volunteering Development Officer Digital Development Officer (tbc)</b>
<b>Contract:</b>	<b>12 months (fixed term)</b>

### Role summary

This role will support the VCSE sector to overcome the challenges they face as a result of the Covid-19 pandemic by identifying and brokering support which enables strong evolution of services to beneficiaries and engagement with volunteers. The role will develop and maintain positive relationships with a wide range of VCSE sector groups to develop their capacity in managing their Covid-19 plans and engage with strategic partners in highlighting the role of the VCSE sector in borough-wide evolution through the next phases of Covid-19.

### Core objectives

- ➔ To ensure that the VCSE sector has access to the support and resources required to enable them to adapt and deliver their services safely and effectively to beneficiaries.
- ➔ To identify any gaps in funding and development provision and work with the Bolton CVS team in the design and delivery of programmes including training, which further support VCSE sector evolution plans.
- ➔ To engage in strategic conversations both locally and at GM level around the role of the VCSE sector, mutual aid initiatives and volunteers in evolving in light of Covid-19 and the opportunities this presents in amplifying community voice.
- ➔ To champion and celebrate volunteer involving groups and volunteers in Bolton.

### Main responsibilities

The role will be responsible for sustaining collaborative working relationships with the VCSE sector in Bolton, working to understand priorities and challenges with reference to their evolution in light of Covid-19 and ensuring Bolton CVS funding, development, volunteering and training services adapt and flex to meet these needs.

To ensure existing urgent response volunteers are recognised for their contribution across the wider system and within communities and build on existing volunteer opportunities emerging as a result of the changing response to the Covid-19 pandemic.

To lead on strategic plans with partners on the role and mobilisation of urgent response volunteers including future civil emergency volunteering.

To provide insights gathered from the VCSE sector which inform the design of Bolton's Fund programmes, local strategies and commissioning opportunities within the VCSE sector.

To identify and support targeted investment in VCSE sector projects through the Bolton's Fund Covid-19 Engagement Programme and work with the Bolton CVS Funding and Development Team in the provision of support and guidance for groups to successfully apply.

To ensure effective communications around Covid-19 specific funding and development support to the VCSE sector and ensure impact and learning is recorded, monitored and promoted.

To identify, build and maintain relationships with funders, local education providers and private sector partners that could support and/or upskill the VCSE sector in creating new 'hybrid' delivery models and engagement methods through the use of digital technology.

To coordinate delivery of digital technology training which strengthens the skills of the VCSE sector to deliver services in new ways.

To connect with and deliver added value to other local initiatives including the Community Champions programme, Peer Navigators and social prescribing programmes.

#### **Other duties**

To take responsibility for individual administration, delegating where necessary.  
To attend team meetings, events and to undertake mandatory training.  
To perform any other duties commensurate with these responsibilities, the needs of the organisation, the grade of the post and skills and qualifications of the post-holder.

This job description is intended as an outline of the general areas of activity and responsibility for the post holder and may be amended in light of the changing needs of Bolton CVS.

<b>Person Specification – VCSE Sector Evolution Coordinator (Covid-19)</b>	
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<b>Contract:</b>	<b>12 month (fixed term)</b>

<b>Skills</b>	
<b>A – Application, I – Interview, T – Test and P – Presentation</b>	
Able to use MS office applications (Word, Excel, PowerPoint, Teams).	A
Ability to communicate, engage, consult and work effectively with people from a diverse range of backgrounds.	A/I/P
Ability to develop and maintain working relationships with other organisations across a range of sectors	A/I
Ability to identify barriers and challenges to effective engagement and develop effective solutions to overcoming those barriers.	A/I
Excellent listening and negotiation skills.	A/I
Ability to provide up to date, accurate and detailed information in reports and presentations which are accessible to a wide range of users and recipients.	A/T
Good organisational skills and the ability to prioritise and organise own workload.	A/I
Ability to manage own time effectively and work to tight deadlines.	A
Ability to work as part of a team on common goals and shared projects to ensure work programmes are delivered effectively.	A/I

<b>Knowledge</b>	
Knowledge and understanding of Bolton's diverse voluntary and community sector and how it operates.	A/I
Knowledge and understanding of the issues facing VCSE sector organisations and volunteer-involving groups as a result of Covid-19.	A/I
Knowledge and understanding of the principles of co-design in delivering strong outcomes for local people and communities.	A/I

<b>Experience</b>	
Experience of designing, delivering and leading workshops and activities for a range of stakeholders.	A/I
Experience of communicating effectively with a diverse range of people in a variety of ways including written, presentation, visual and digital.	A/I
Experience of leading, coaching and developing staff.	A/I
Experience of collaborative working within diverse communities.	A/I
Experience of managing multiple projects and priorities.	A/I



<b>Qualifications and behaviours</b>	
A belief and a commitment towards Bolton CVS's mission, vision and values.	I
Able to work flexibly – including evenings and weekends.	I
A commitment to equity, equality, inclusion, positively promoting diversity and challenging inequality.	A/I
A commitment to your own personal training and development.	I

# Bolton CVS



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