

A large, stylized lowercase letter 'b' logo. The vertical stem is a solid magenta bar. The circular bowl is composed of three overlapping segments: a red segment on the left, a yellow segment at the bottom, and a magenta segment on the right. Two small red circles are positioned on the right side of the bowl. The text 'Recruitment Pack' is centered over the logo in white.

Recruitment Pack

**Volunteering
Development Officer**

A message from the Chief Executive



Thank you for expressing an interest in joining the Bolton CVS Team! This information pack includes key information about our organisation, the role and contact details for more information.

Bolton CVS exists to deliver support to Bolton's voluntary, community and social enterprise (VCSE) sector; and to ensure the sector, 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, building stronger communities and environments and empowering people through education and training. We want you to help us ensure we have a well-networked, robust and diverse VCSE sector in Bolton, for generations to come.

It's important that Bolton CVS ensures the sector has access to information, support and connectivity; to effectively plan and build sustainable, inclusive services that meet the needs of beneficiaries now and in the future.

I want us to continually evolve to meet the needs of people and communities across the borough, and I'm excited that we're able to recruit to this post; creating further opportunities for collaboration, partnership and growth.

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



I wish you the best of luck in your application.

A handwritten signature in purple ink that reads 'Dawn'.

Dawn Yates-Obé (Chief Executive)






A little bit about us...

Bolton CVS provides tailored, intensive and quality accredited support to the voluntary, community, and social enterprise sector in Bolton. We have an established and nationally accredited volunteering services offer, an amazing array of grant 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. We also proactively seek opportunities to collaborate with the 10GM partnership: www.10gm.org.uk



CORE PURPOSE

A decorative vertical bar consisting of a light orange rectangle with two solid yellow circles at the top and bottom, centered behind the text.

**To work alongside Bolton's
Voluntary, Community and
Social Enterprise sector;
supporting them to do what
they exist to do, as well as
they possibly can.**

OUR VALUES



We are collaborators

We mutually build lasting relationships and share knowledge to achieve the greatest impact in our communities.

We are evolving

We proactively seek opportunities to learn, develop new ideas and adapt so that we, and those we support, respond to change in relevant and sustainable ways.

We are here


We are committed to providing timely support to encourage, motivate and guide organisations in further developing the skills and confidence to do what they do best.

We are influencers

We positively contribute to decisions, boldly advocating that the VCSE sector is heard and valued as an equal partner.

We are progressive

Collectively, we look to the future and explore new ways of doing things, with inclusivity and equity at the core.



Who we are

At Bolton CVS we recognise that in order for a 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 by 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

We currently have over 30 employees supporting our work across all activities and programmes, and we're governed by a Board of 13 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



About the role

Volunteering Development Officer

Salary:	£25,914.44 plus 7% pension contribution + health package
Hours:	35 hours – Flexible and Hybrid working offered
Responsible to:	Senior Volunteering Development Officer
Contract:	Minimum 12 months (subject to funding)

Why this role is important

The Voluntary, Community and Social Enterprise (VCSE) sector is unique, vibrant and diverse. It exists because people are moved and motivated to help and support their communities, places, animals and other causes. From amateur sports clubs to local Knit & Natter groups, adventure organisations to mental health support services and beyond. At Bolton CVS, we work alongside the sector to support it to do what it exists to do, as well as it possibly can.

As part of our support, we work with individuals who wish to volunteer and organisation who need volunteers to deliver projects and services. We help individuals to understand the benefits of volunteering and to find suitable roles. We work with organisations to find volunteers and understand best practice in managing and supporting them. We also provide opportunities to network and offer training and awareness sessions for volunteer managers.

As an accredited Volunteer Centre, we promote an environment where the value of volunteering is recognised and ensure our partners and stakeholders understand volunteering and the impact of changes in policy and practice.



About the role

Role Summary

The Volunteering Development Officer is a key role within Bolton CVS, as you will be a point of contact for VCSE groups and organisations looking for support in recruiting, managing and retaining volunteers. You will be meeting groups face-to-face, out in the community, in The Bolton Hub and online.

You will work with our Senior Development Officer and volunteers to ensure that the brokerage service offered as part of our Volunteer Centre provides the best possible outcomes both for individuals interested in volunteering and for organisation needing volunteers.

You will build meaningful relationships to best understand the needs and dynamics of volunteer-involving organisations and make sure that the right support is given, at the right time. You will work closely with a wide range of VCSE groups to develop their policies and practices around volunteering.

You will contribute to developing and delivering the Bolton CVS training programme, ensuring that it is appropriate for the needs of the VCSE sector now and into the future.

You will promote the services, training and opportunities provided by Bolton CVS (and other partners as appropriate) and know when to involve your colleagues in providing that support.

You will attend and contribute to meetings, share knowledge, skills, information and ideas and, make the most of every opportunity to network and connect with stakeholders.

Your knowledge of the VCSE sector and your relationships with groups will help to keep us informed of issues which may influence and shape Bolton CVS' offer.

You will support the collection and collation of evidence and data to contribute to reporting on the support provided.



About the role

Who we're looking for

We are looking someone who understands the strength, needs, value and challenges of Bolton's incredible VCSE sector. Someone who has a passion for, and dedication to, supporting a thriving and sustainable VCSE sector is key.

You will be able to understand the differing needs of the wide variety of VCSE groups within Bolton and be able to tailor your support around volunteering to meet those needs whilst ensuring best practice and current legislation are followed.

We're looking for someone who can work closely with the wider Bolton CVS team to develop skills and understanding of the needs of both individual volunteers and volunteer-involving organisations. However, having an existing knowledge of this either as a volunteer or volunteer manager would be of benefit.

Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook & Teams) is a must, and your ability to embrace new technologies and adapt working practices will be a valuable skill.

You will be able to deliver training sessions and workshops, both face-to-face and online, be able to identify gaps in provision and work with partners and the wider team to develop new sessions as required.

You will be working with individuals and organisations of varying sizes and from a variety of settings, you will need to be able to match your communication style to the differing needs.

You will be committed to your own development and growth and understand the importance of working collaboratively as part of a growing and progressive organisation.

We are looking for someone whose behaviour and practice reflects the Purpose and Values we have at Bolton CVS.



Recruitment process

Recruitment Information

If you believe you can fulfil the role summary, we'd love to hear from you! Please email a Supporting Statement which describes how you meet the things we're looking for, plus your CV (2 pages max) to recruitment@boltoncvs.org.uk.

The closing date is midnight on **Wednesday 28th May 2025**.

Interviews for this post will take place on the **week commencing June 9th, at The Bolton Hub**. If you will not be available on this date, please note this in your supporting statement. Although we cannot guarantee, we will endeavour to accommodate an alternative interview date.

For an informal conversation regarding this post, please contact recruitment@boltoncvs.org.uk before submitting your documentation.

At Bolton CVS we are passionate about ensuring that everyone has a fair chance and that they are treated equally. As an employer, we actively seek to ensure that our workforce reflects the communities we serve, recognising that this makes us better able to understand their needs and priorities. We respect and celebrate everyone's differences and do not discriminate against people on the basis of age, disability, gender reassignment, marriage and civil partnership, race, religion and belief, sex or sexual orientation. We work hard to create supportive, accessible environments and actively challenge inequality.

If you should require access to these documents in alternative formats, or if you have comments that would support us to improve access to our application processes more generally, please do not hesitate to contact us via recruitment@boltoncvs.org.uk or telephone us on 01204 546 010.



Recruitment process

Equity, Diversity, Inclusion & Belonging

We want to make the work we are doing around Equity, Diversity, Inclusion & Belonging (EDIB) relevant to us.

We are committed to being an example to the VCSE sector by applying best working practices in all areas of work. This is why we need to ensure that we better understand and reflect on the communities we support.

We ask you to complete [this form](#) and submit this survey to us. All data collected will be anonymous and used to help shape our EDIB Strategy.

If you have any questions or further feedback, please do not hesitate to contact Bolton CVS via recruitment@boltoncvs.org.uk





Contact us

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