# Job Description

# Job Title: Head of Capacity Building & Volunteering

**Hours**: 35 hours across five days

**Salary**: £50,798 (inc. OLW) + 6% Pension Contribution

**Responsible to:** Chief Executive Officer

## **Background**

BVSC is the local infrastructure organisation (LIO) or council for voluntary services (CVS) in the London Borough of Bexley. We are the go-to place for all things voluntary and community sector, offering support ranging from strategic representation, advice & guidance, empowering the voice of the sector to supporting the recruitment of volunteers. **Everything we do is to strengthen our local Voluntary and Community Sector.**   
  
Capacity Building & Volunteering are both crucial for the strength and resilience of our communities, profoundly changing the lives of local people. We’re looking for a Head of Capacity Building and Volunteering to lead efforts to innovate, expand and enhance our services. Your leadership will support our commitment to build the capacity of local organisations, providing, and supporting your team to provide, targeted support to increase sustainability of organisations, with a specific focus on Children and Young People. You will also lead on our vision of making volunteering more accessible, driving forward an innovative volunteering strategy for Bexley.

## **Purpose of the Job**

## To provide visionary leadership for the Volunteer Centre and Community Development teams, ensuring excellence in community engagement, organisational capacity building and volunteer management. This role demands strategic oversight, innovative thinking, and a proactive approach to driving forward our mission and objectives.

**Main Responsibilities   
  
Leadership & Strategy:**

* To contribute to strategy, policy and risk management as a member of BVSC’s senior leadership team.
* Stay abreast of local and national trends in volunteering and capacity building to inform local strategy and practice, translating to what this means locally for Bexley organisations.
* Develop and implement a strategic plan for volunteering and capacity building, with a real emphasis on leading innovation and sustainability.
* Lead and inspire the Volunteer Centre and Capacity Building teams to achieve strategic goals and priorities.
* Promote a culture of innovation, inclusion and continuous development within the organisation.

**Partnerships:**

* Amplify and represent the voice of the VCS as strategic level to influence policy and decision making.
* Work collaboratively with partners across the system to improve outcomes for the sector and local people.
* Build and maintain strong relationships with key partners including voluntary sector organisations, local authority, and Bexley Wellbeing Partnership.

**Sector Development/support:**

* Enhance the BVSC offer for voluntary and community organisations, engaging and involving the sector at all stages, and tailoring projects and initiatives to align with sector priorities.
* Proactively identify new opportunities to lead on projects in relation to community development. For example, governance and financial sustainability.
* Develop programmes to support organisations working with Children and Young People e.g. shared resources, overseeing funder forum, sharing resources.
* Develop new areas of work to build the capacity of voluntary and community sector organisations. Increasing opportunities for volunteering, participation and active citizenship in areas that directly benefit the voluntary sector.

**Monitoring and Evaluation**

* Prepare regular reports for the CEO, Board of Trustees and Funders.
* Develop and implement robust monitoring and evaluation frameworks to measure program impact and outcomes, demonstrating a measurable difference to volunteering and community landscape.
* Create public reports to share with commissioners and partners to contribute to local conversations around community activation, participation and volunteering.
* Use data and feedback to continuously improve services and outcomes.

**Volunteering & Capacity Building Leadership:**

* Oversee initiatives to strengthen the capacity of local charities, community groups, with a focus on governance and embedding inclusive practices.
* Ensure the Volunteer Centre is a hub for best practice in volunteer management, providing comprehensive support and guidance to local charities.
* Oversight of staff wellbeing, performance, and professional development training.
* Lead on offering expert advice and resources to other charities, strengthening their volunteering programs and organisational capacity.

**Financial Management**

* Oversee budget planning, management, and reporting for the programs.
* Secure continuation funding through grant applications. Including but not limited to, trusts, foundations, fundraising, enterprise activity and commissioned contracts.
* Ensure financial sustainability and accountability of all programmes and initiatives.

**If you’d like to apply, please submit your CV and supporting statement to info@bvsc.co.uk by 9am Monday 13th January.   
  
Your supporting statement should address the points raised in the Job Description and Personal Specification. We expect no less than two pages, and no more than eight pages.**

**If you have not heard from us by the Wednesday 15th January, please assume that you have not been shortlisted. Applicants who have been shortlisted will be invited to interview on Monday 20th January.   
  
If you would like an informal chat, please contact Lily Morgan (**[**admin@bvsc.co.uk**](mailto:admin@bvsc.co.uk) **or 01322 524 682) to arrange a call with Jattinder Rai, CEO, who is available until Wednesday 18th December. We will respond to any queries received after this date by email.   
  
Previous applicants need not apply.**

**Person Specification**

**Skills and Experience**

|  |
| --- |
| **Essential** |
| Proven experience in a senior leadership role within health, wellbeing, or voluntary sector fields. |
| Strong background in volunteer management and/or capacity building with a track record of strategic program development. |
| Experience of securing and managing funding from various sources, including grants, contracts and fundraising. |
| Visionary and proactive, with a passion for community development and commitment to social impact. |
| Knowledge of best practices in volunteer management and expertise in capacity building. |
| Proven experience in measuring and reporting impact and writing reports for various stakeholders. |
| Understanding of voluntary sector and current trends including challenges, opportunities and policy related to organisations of all sizes, from grassroots, small, medium and large charities. |
| Must demonstrate collaborative and inclusive leadership, committed to empowering others, providing development support to team and fostering a positive organisation culture. |
| Creative and forward-thinking, with a track record of driving innovation in community programs. |
| Willingness to work outside of office hours on occasions |
| **Desirable** |
| Have use of own transport (car, motorbike, bicycle etc) to travel across the borough |
| Experience of working with a CVS (Council for voluntary service)/ LIO (Local infrastructure organisation) |
| Qualification linked to voluntary sector |
| Awareness and understanding of digital tools and platforms that can enhance volunteering and capacity building efforts in Bexley. |