



Basildon, Billericay & Wickford | CVS

This opportunity has arisen as the current development officer has secured an important position as Chief Officer in a local Charity.

About Us

Set up in 1979, Basildon, Billericay and Wickford Council for Voluntary Service (BBWCVS) is an umbrella organisation that supports the voluntary and community sector in the Basildon Borough. Based in the George Hurd Centre in Basildon it provides advice, information and development support services to the local voluntary and community organisations.

BBWCVS is a membership organisation, registered charity (1148943) and a company limited by guarantee (8028602), governed by trustees, nominated and elected by our members. There are currently six trustees and one ex-officio member from Basildon Borough Council on the Board. The membership is stable, currently with 70 members.

The BBWCVS team is led by the Chief Officer supported by 3 part time members of core staff. We also host the Heart of Pitsea project which currently employs a small staff team.

BBW CVS hosts a Volunteer Centre, providing a volunteer recruitment, placement and support service to the local voluntary and community sector of Basildon Borough.

The CVS is a member of NAVCA, the national umbrella body for local infrastructure organisations, which champions and strengthens voluntary and community action by supporting its members in their work with over 160,000 local charities and community groups.

Our current offer is based on the core standards used by NAVCA.

- Development – identifying local need, working with others to develop appropriate action and working strategically to benefit the local voluntary & community sector
- Liaison – helping to maintain links with a wide range of voluntary and community organisations and promoting cross sector relationships
- Representation – enabling the local, voluntary and community sector to present its views to statutory and public sector bodies through consultation, networking, fora, seminars and workshops etc.
- Services – funding information and advice, training, legal, financial, management and constitutional advice and information, meeting space, newsletters and mailings
- Strategic Partnership – working with the Local Strategic Partnership, helping to develop the voluntary sector compact, participating in neighbourhood regeneration and working with other statutory bodies at a strategic level.

The BBW CVS team deliver a wide range of services to meet these standards. The current range of services offered includes:

Support Services

- Helping voluntary and community organisations to set up and build their organisation's capacity.
- By providing funding advice and support.

- Facilitating access to training, workshops and other learning opportunities.
- Providing information and guidance, newsletters and electronic news bulletins.
- Administering a small grants programme.
- By enabling local VCS organisations access discount services such as NAVCA essentials.

Development Work

- Identifying local needs.
- Working with others to develop appropriate actions.

Representing and Influencing

- Representing the views of the VCS to statutory partners through consultation, networking and acting as a link between the VCS, the public sector and the private sector.
- Promoting and campaigning for the interests of the VCS to help maintain a strong and independent sector.
- Promoting participation in voluntary and community action.

Strategic Partnership Work

- Working with the Basildon Renaissance Partnership and its associated Boards to create a better Basildon.
- Helping to develop a viable Voluntary Sector Compact.
- Working with other statutory bodies including Essex County Council and the Basildon and Brentwood Clinical Commissioning Group to help shape service provision.
- Acting as a trusted and independent funding panel member to awarding bodies such as the Essex Community Foundations Thriving Third Sector panel, Essex's Adult Community Learning and SW Essex PCT grants panel.

Liaison (Networking and involving)

- Creating and supporting forums, networks and working groups to help VCOs to work together to share information and best practice.
- Supporting the voluntary and community sector to be involved and engaged with various statutory bodies, groups and partnerships to influence local plans and decision making

Funding and Development Services Manager

As the Funding and Development Services Manager you will report to the services Chief Officer. The aim of the role is to:

- To develop a robust, thriving third sector by building effective networks, partnerships and forums; and assisting with funding development to achieve long term sustainability. This will include responsibility for the coordination of four forum or network meetings for the sector and the coordination of an annual funding fayre
- To support the aims of the BBWCVS to promote and support third sector organisations, and voluntary action in the Basildon Borough.
- To provide training and direct support including a funding advisory role.

More information on the service can be found on the services annual report 2017-18. This is available on the CVS website.