

# **BASILDON BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

## **JOB DESCRIPTION**

<b>TITLE:</b>	Development and Funding Services Officer
<b>EMPLOYER:</b>	Basildon Billericay & Wickford Council for Voluntary Service (BBWCVS).
<b>LOCATION:</b>	Based at George Hurd Centre, Audley Way, Basildon but with travel throughout the area of benefit- Basildon, Billericay and Wickford
<b>REPORTING TO:</b>	Chief Officer
<b>HOURS:</b>	21 hours per week
<b>SALARY:</b>	SO1 (SCP 29 – 31) £26,470 - £28,221 pro rata.

## **MAIN DUTIES AND RESPONSIBILITIES**

- To provide support to local voluntary and community groups in Basildon, Billericay and Wickford to build an effective, thriving third sector by developing networks, partnerships and forums; and assisting with funding development to achieve long term sustainability.
- To support the aims of the BBWCVS to promote and support third sector organisations, volunteers, and voluntary action in the Basildon Borough.
- To work to support equal opportunities for clients to access appropriate services from both BBWCVS, regardless of their ethnic origin, religious belief, sex, age, physical or mental ability, or sexual orientation.

### **1. Organisational Development**

- 1.1 To work with third sector groups to enable them to identify appropriate programmes of funding support to develop their organisational effectiveness and, where appropriate, deliver or signpost to support programmes, organisations or networks.
- 1.2 To assist third sector organisations to develop their organisational effectiveness in the delivery of their services.
- 1.3 To provide information, advice and support including start up, governance, strategic and business planning, quality assurance, monitoring and evaluation.

### **2. Third Sector Forum**

- 2.1 To ensure the efficient management and administration of the third sector

network including leading, supporting and encouraging the participation of third sector groups and where appropriate statutory and relevant partners.

- 2.2 To support, develop and establish additional third sector networks where appropriate with a particular emphasis on health and well-being.
- 2.3 To lead and assist third sector forum members to identify needs and issues, helping them to feed into appropriate partnership boards or other bodies and to influence the planning and delivery of services, supporting the Chief Officer in the delivery of this service.
- 2.4 Work with the Chief Officer in the delivery of the BBW CVS periodic third sector conferences.
- 2.5 Contribute to the CVS communications strategy by identifying and promoting suitable local initiatives for social media channels, bulletins and newsletters.
- 2.6 Monitor, evaluate and review the impact of the work undertaken by the fora and networks.

### **3. Funding Advice**

- 3.1 To lead and develop funding advice and training services.
- 3.2 To keep abreast of current funding opportunities, providing advice to third sector groups and produce written information, in plain English, about fundraising opportunities and routes to funding amongst the sector.
- 3.3 To lead on the organisation, facilitation and delivery of funding information workshops.
- 3.4 To monitor relevant funding opportunities via appropriate website include the Essex County Council's distribute information as appropriate.
- 3.5 To lead on the delivery of the services periodic funding fayres.
- 3.6 To identify, assist and advise new and established partnerships and consortia on funding opportunities.

### **4. Internal**

- 4.1 To attend internal meetings as appropriate.
- 4.2 To attend own supervision and 6 monthly appraisal with the Chief Officer.
- 4.4 To support the development of BBWCVS in line with agreed quality assurance standards.
- 4.5 To ensure that accurate records are maintained on the CVS database, to monitor & evaluate the outcomes of the work.
- 4.6 To prepare regular progress reports and statistics for BBWCVS, its funders,

supporters, and trustee board.

## **5. Other**

- 5.1 To work collaboratively as a member of the BBWCVS team.
- 5.2 To assist the Chief Officer, Staff and Trustees in developing and implementing policy and initiatives across the organisation.
- 5.3 To keep up to date with relevant legislation, policies and practices, including undertaking research and attending appropriate conferences and training courses.
- 5.4 To comply with BBWCVS' equal opportunities policy, health and safety and safeguarding requirements and assist with its implementation and review.
- 5.5 To carry out other reasonable tasks consistent with the grading and level of the post

**This job description will be reviewed at the 6 month review.**

Reviewed by CEO: 3 January 2019