

We are looking for a Development Officer to support Hackney’s Voluntary & Community Sector to meet the needs of Hackney residents. With a particular focus on BAMER community groups, small and grass root organisations.

The role will also provide advice, capacity building and organisational development support to existing and new voluntary and community organisations operating in Hackney.

## Job description

<b>Job title:</b>	Development Officer
<b>Based at:</b>	Hackney CVS
<b>Employment terms:</b>	Salary: £28-32,000 per annum pro rata (Professional level 2) Part time: 3 days per week. Permanent
<b>Reporting to:</b>	VCS Development Manager
<b>Responsible for:</b>	Training Coordinator (p/t 2 days/pw)

<b>Job purpose</b>	
<p>The aim of this post is to enable and become part of Hackney CVS organisational development team that supports Hackney’s Voluntary &amp; Community Sector to meet the needs of Hackney residents. This will include:</p> <ol style="list-style-type: none"> <li>1. Fundraising for capacity building support that Hackney CVS can provide to the sector.</li> <li>2. Support the development of a comprehensive and affordable training offer.</li> <li>3. Support the development of Hackney CVS’s organisational support offer to meet the needs of medium and small organisations.</li> <li>4. Using mechanisms to understand the diverse and changing needs of medium and small organisations.</li> <li>5. Provide one-to-one support to community groups and voluntary sector organisations operating in Hackney. Ensuring that organisational development support is structured and transformational and focused on leadership,</li> </ol>	

governance and quality of services.

6. Use CiviCRM to develop an approach which strategically targets capacity building support using knowledge and data to prioritise resources within the sector.

**Main duties**

The Development Officer will:

1. Work with the organisational development team to implement the VCS transformation strategy.
2. Provide one-to-one support to community groups and voluntary sector organisations operating in Hackney. Ensuring that organisational development support is structured and transformational and focused on leadership, governance and quality of services.
3. Gather evidence about the needs of the local voluntary sector and grass roots community groups; put together a plan on how to support these community groups to become sustainable, 'commission ready' and/or be part of bidding consortia.
4. Develop, with the Training Coordinator, a training plan that underpins the support we can offer to organisations, with training delivered by Hackney CVS staff where possible, as well as external trainers.
5. Support the Migrant Support Network Development Officer in the capacity building work with refugee and migrants, ensuring we can provide bespoke support to the selected organisations but also that we utilise the learning from the programme to develop plans and bids for longer term support for this cohort.
6. Ensure that all programmes have robust monitoring and evaluation in place utilising Civi-CRM to ensure shared systems as much as possible.
7. Monitor the funding landscape to ensure that relevant funding opportunities from trusts & foundations, public services (national, regional and local) are maximised and private/corporate sector sources.
8. Work with the communications team to ensure local VCS organisations are aware of organisational support and funding opportunities.
9. Work with the communications team to ensure the Hackney CVS website contains relevant up-to-date toolkits for local organisations to develop policies and procedures and choose legal structures.
10. Monitor the external strategic landscape (political, social, environmental, technological) in which Hackney CVS operates to ensure we are aware of central and local government policies which impact on the VCS and develop approaches with local provider networks to maximise the VCS involvement in these.
11. Attend relevant events which offer funding opportunities.
12. Actively seek out and develop relationships with new funders not known to

Hackney CVS using relevant information about grant making trusts

**Equality and diversity**

13. Actively promote equality of access and opportunity to all of Hackney's diverse communities.
14. Support the organisations to ensure they are up-to-date with their understanding of equalities legislation.

**General**

15. Postholder to ensure that their work is delivered to the highest possible standard
16. Postholder to ensure they operate in accordance with the strategic aims, mission and core values of Hackney CVS.
17. Postholder to ensure they are committed to their own learning and development and identify with their line manager where additional training and personal development will enhance their delivery
18. Be receptive to line management, supervision and appraisal as required by current policy.
19. Considerable flexibility is required as some attendance at evening meetings will be necessary. Travel throughout the area covered by Hackney CVS as well as attendance at national events is required
20. Any other reasonable tasks that take forward the aim of the post and the work of Hackney CVS.

## Person specification

Code:

**S – Assessed as part of application shortlisting**

**A – Assessed as part assessment at interview**

**I – Assessed as part of interview questions**

Person specification	Code
<p><b>Qualifications &amp; experience</b></p> <ol style="list-style-type: none"> <li>1. 3 years+ experience of delivering development work in the voluntary, community or statutory sector. <b>S</b></li> <li>2. Strong track record of bidding for VCS-led contracts to a wide range of funders including public bodies and charitable trusts and foundations. <b>S/I</b></li> <li>3. Experience of partnership working with voluntary and community sector organisations of varying size. <b>I</b></li> <li>4. Awareness and understanding of co-production and/or the co-design of services. <b>I</b></li> <li>5. Experience of working with BAMER organisations. (desirable) <b>I</b></li> </ol>	
<p><b>Knowledge</b></p> <ol style="list-style-type: none"> <li>1. An understanding of the issues faced by small voluntary sector organisations, including those led by volunteers. <b>I</b></li> <li>2. Knowledge of best practice and approaches to capacity building and organisational development within the voluntary and community sector. <b>S/I</b></li> <li>3. Awareness and understanding of the Health and Social Care strategic landscape and the pressures facing the Health and Social Care system <b>S/I</b></li> <li>4. An understanding of equality and diversity issues, and their impacts on migrant and refugee communities. <b>A</b></li> <li>5. Knowledge of the statutory provision available for BAMER communities and the range of services provided by the voluntary and community sector in Hackney. <b>S</b></li> <li>6. An understanding of contract management and approaches to managing performance (desirable). <b>I</b></li> </ol>	

<p><b>Skills</b></p> <ol style="list-style-type: none"> <li>1. Excellent interpersonal and communication skills, with the ability to communicate (using different methods) confidently and effectively with people from a wide range of backgrounds and sectors.</li> <li>2. Excellent IT skills with experience of using databases.</li> <li>3. Excellent organisation skills with the ability to prioritise and manage a varied programme of work.</li> <li>4. Well-developed and tactful influencing skills, with the ability to communicate potentially complex information in an effective and clear style.</li> <li>5. Problem-solving skills, with the ability to think creatively to identify solutions.</li> <li>6. Ability to monitor performance indicators and produce monitoring reports.</li> </ol>	<p><b>S/I</b></p> <p><b>I</b></p> <p><b>I</b></p> <p><b>A</b></p> <p><b>I</b></p> <p><b>I</b></p>
<p><b>General requirements</b></p> <ol style="list-style-type: none"> <li>1. Able to work independently with minimal supervision and deliver work to a high standard.</li> <li>2. Ability to exercise good professional judgement and make decisions in the best interests of Hackney CVS</li> <li>3. Commitment to operating in accordance with the values and policies of Hackney CVS.</li> </ol>	<p><b>S/I</b></p> <p><b>I</b></p> <p><b>I</b></p>

Hackney CVS is Hackney’s leading voluntary and community sector support agency and the local [Council for Voluntary Service, or CVS](#). We support hundreds of groups to run successful voluntary and community sector organisations by giving them access to the key skills, knowledge and resources necessary to respond to the needs of local people, especially those most in need. We also provide a range of partnerships and mechanisms for the local voluntary sector to bid for contracts, work together on key issues, influence policy and develop joint projects.

Please visit our website at [www.hcvs.org.uk](http://www.hcvs.org.uk) for more information about us. To find out more about our consortium bidding approach please see City and Hackney Together under ‘Our services.’

For more information about our approach in health and social care visit [www.hscf.org.uk](http://www.hscf.org.uk)  
 For more information about our new approach to local philanthropy visit [www.hackneygiving.org.uk](http://www.hackneygiving.org.uk)