

We are looking for a Neighbourhood Fundraising and Development Officer to support Hackney’s Voluntary & Community Sector to meet the needs of Hackney residents. With a particular focus on small and community sector organisations working in Well Street Common Neighbourhood

The role will provide advice, capacity building, organisational development and fundraising support to organisations based or working in Well Street Common Neighbourhood.

Job description

Job title:	Well Street Neighbourhood Fundraising and Development Officer
Based at:	In Well Street Common Neighbourhood – but initially at the offices of Hackney CVS, The Adiaha Antigha Centre, 24-30 Dalston Lane, E8 3AZ
Employment terms:	Salary: £32,000 per annum pro rata (Professional level 2, £28k-£32k) Part time: 21 hours per week - 1 year fixed-term contract –
Reporting to:	Well Street Common Neighbourhood Programme Manager

Background

Neighbourhoods is an ambitious and transformational programme to re-organise how public agencies and the Voluntary Community & Social Enterprise Sector, as an Integrated Commissioning and Care Partnership (ICC), deliver primary care, community health and social care services across City and Hackney. The system is developing eight neighbourhoods across City and Hackney. Each neighbourhood will look after a population of 30,000-50,000 people through integrated local health and social care services. The neighbourhoods’ remit is both to meet local people’s needs and to keep people healthy through pro-active and preventative interventions.

Hackney’s Voluntary Community & Social Enterprise Sector (VCSE) is working to ensure that the VCSE input strategically to the ICC plans and that investment locally is built on the amazing assets we have in our community including community action, neighbourhood based VCSE organisations and borough wide VCSE organisations. The pilot will support the development of seamless working of these with transforming statutory provision.

The Well Street Common Neighbourhood Fundraising and Development Officer will be employed by Hackney CVS. As the pilot is a genuine exploration of the best structure for neighbourhood self-governance of the VCSE the employment and line management arrangements may change but terms and conditions will be protected.

The Well Street Common Neighbourhood Fundraising and Development Officer will contribute to the VCSE led pilot that is modelled on the People Keeping Well Partnership trialled in Sheffield. It is prioritising tackling the socioeconomic determinants of health. For more information on the People Keeping Well Partnership click below

<https://www.england.nhs.uk/north/wp-content/uploads/sites/5/2016/06/sheffield-ccg-community-wellbeing-approach.pdf>

The pilot is for one year with the long term aim to create a structure for neighbourhood teams across sectors that support people, maximising the use of community / resident-led action. For more information about the Well Street Common Neighbourhood Pilot click [here](#)

Job purpose
<p>The Well Street Common Neighbourhood Fundraising and Development Officer will be working with a new Well Street Common partnership, made up of local residents, VCSE organisations; statutory partners working in the neighbourhood with an emphasis on Primary Care. The role of the Well Street Common Neighbourhood Fundraising and Development Officer will be to work with the Well Street Common Neighbourhood Programme Manager to support the Voluntary & Community Sector members of this partnership by:</p> <ul style="list-style-type: none"> • Identifying and meeting, through one to one advice and the arranging of training, the support / organisational development needs of local voluntary & community sector organisations working in Well Street Common neighbourhood. • Identifying external funding opportunities and make links with funders on behalf of the Well Street Common partnership. • Identifying and taking forward opportunities for consortia bidding and sole bids that support the local priorities of the partnership to enhance the safety net for Hackney’s communities, prioritising community-led approaches, and partnerships between large and small organisations to ensure that the organisations with reach into communities are recognised for their expertise. • Supporting the linking and partnership working of VCSE organisations delivering in Well Street Common neighbourhood with particular emphasis on linking smaller community organisations with larger VCSE organisations and Primary Care. • Developing training and delivery plans that support joint working between VCSE organisations and pro-active and preventative interventions developed with local residents. • Maintain an up-to-date knowledge of the services provided by organisations working in Well Street Common Neighbourhood, to keep abreast of gaps in service provision. • Ensure that all programmes are supported to develop and maintain robust monitoring and evaluation systems. • Joining up with other initiatives around health and social care in the borough.
Main duties
<p>The Well Street Common Neighbourhood Fundraising and Development Officer will:</p> <ol style="list-style-type: none"> 1. Support the implementation of the Well Street Common Neighbourhood Pilot to develop and support Voluntary Sector, Community Sector and Social enterprise activity in the neighbourhood. 2. Support Well Street Common neighbourhood VCSE organisations to develop strategic business plans, consortia bids and proposals that enhance the safety net for Hackney’s communities, prioritising community-led approaches and partnerships between large and

small organisations, and Primary Care to ensure that the organisations with reach into communities are recognised for their expertise. This will include producing bids on behalf of consortia

3. Develop relationships with funders with a particular emphasis on those who have specific funding programmes that cover the geographical area, or that fund programmes that meet the neighbourhood partnership priorities.
4. Work with the Well Street Common neighbourhood VCSE organisations to ensure that they have the appropriate capacity and skills in place to deliver their services, by conducting tailored strength tests checks; identifying the training and organisational development needs of individual organisations and supporting them to access appropriate training and support.
5. Agree an annual development plan for a cohort of Well Street Common Neighbourhood organisations, which includes agreed tasks that move the organisations towards establishing a self-sustaining model of delivery.
6. Feedback intelligence on the training and capacity building needs of organisations to stakeholders including Hackney's local infrastructure services.
7. Work collaboratively with the Well Street Common Neighbourhood organisations to develop templates and processes for data collection and capturing participant feedback/outcomes.

Equality and diversity

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

General

1. Commitment to ensuring that work is delivered to the highest possible standards.
2. Commitment to operating in accordance with the values and policies of Hackney CVS.
3. Commitment to personal learning and development.
4. Any other reasonable tasks that take forward the aims of this post.

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>QUALIFICATIONS & EXPERIENCE</p> <ol style="list-style-type: none"> 1. Considerable experience of delivering development work in the voluntary, community or statutory sector, in particular providing capacity building or business development support to voluntary and community organisations. 2. Strong track record of bidding for VCS-led projects and programmes to a wide range of funders charitable trusts and foundations and public bodies. 3. Experience of co-production and/or the co-design of services. 4. Experience of partnership working with voluntary and community sector organisations of varying size. 5. Experience of developing a fundraising strategy (desirable). 	<p>S</p> <p>S/I</p> <p>I</p> <p>I</p> <p>S</p> <p>S</p>
<p>Knowledge</p> <ol style="list-style-type: none"> 1. An understanding of the issues faced by small voluntary sector organisations, including those led by volunteers. 2. Knowledge of best practice and approaches to capacity building and organisational development within the voluntary and community sector. 3. Understanding of the Health and Social Care strategic landscape and the pressures facing the Health and Social Care system. 4. An understanding of equality and diversity issues, and their impacts on communities. 5. Knowledge of the statutory provision and the range of services provided by the voluntary and community sector in Hackney. 6. An understanding of contract management and approaches to managing performance (desirable). 	<p>I</p> <p>S/I</p> <p>S/I</p> <p>A</p> <p>S</p> <p>S</p>

<p>Skills</p> <ol style="list-style-type: none"> 1. Strong track record of bidding for VCS-led projects and programmes to a wide range of funders including charitable trusts / foundations and public bodies. 2. Proven ability to use partnership approaches to develop funding bids. 3. Proven ability to deliver tailored capacity building support to community organisations based on individualised health checks and training needs assessments. 4. Proven ability to both create and deliver group training courses to voluntary or community organisations in a wide range of topics relevant to the growth and sustainability of voluntary organisations. 5. Strong skills in collating and summarising large volumes of information into reports/briefings appropriate to the intended audience. 6. Demonstrable aptitude for accuracy and attention to detail. 7. Excellent communication skills, verbal, written and interpersonal, with an ability to communicate appropriately with a range of different stakeholders from meetings to formal presentations. 8. Understanding of basic statistical manipulation to prepare data for funding applications. 9. Competent and confident in usage of Excel or similar spreadsheets and databases. 10. Well-developed and tactful influencing skills, with the ability to communicate potentially complex information in an effective and clear style. 11. Problem-solving skills, with the ability to think creatively to identify solutions. 12. Self-management skills, including time management and the ability to be self-directing. 	<p>S/I</p> <p>S/II</p> <p>S/I</p> <p>S/I</p> <p>A</p> <p>S</p> <p>S/I</p> <p>A</p> <p>I</p> <p>A</p> <p>S/I</p> <p>S/I</p> <p>S</p>
<p>GENERAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Able to work independently with minimal supervision and deliver work to a high standard. 2. Ability to exercise good professional judgement and make decisions in the best interests of the residents of Well Street Common Neighbourhood. <p>Commitment to operating in accordance with the values and policies of Hackney CVS.</p>	<p>S/I</p> <p>I</p> <p>S</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 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

For more information about our new approach to local philanthropy visit www.hackneygiving.org.uk