

## Job Description

**We welcome applicants from all backgrounds and communities, and particularly those who are currently under represented in our workforce.**

**Job Title:** Green Generation Project Manager

### BCVS Values

We expect everyone who works for us to be committed to our values. Our vision, values and commitment to Sustainability, Inclusion, Diversity and Equity can be seen in our strategy [#WorkingTogether](#). Our culture reflects our values and goals and is summarised at the end of this document.

### Introduction

BCVS is a highly respected Local Infrastructure Organisation (LIO), working in a large geographical district covering Bassetlaw, North Nottinghamshire and Bolsover, Derbyshire. The breadth of our strategic work is vast, spanning the NHS ICS areas of South Yorkshire, Nottingham and Nottinghamshire and Derby and Derbyshire, plus the Local Authority areas of Nottinghamshire and Derbyshire. BCVS actively represents the VCSE sector at over 70 meetings and forums.

BCVS is a forward thinking and proactive LIO that delivers a range of projects and core infrastructure support for the VCSE sector. A key strength is its collaborative and partnership-based approach that has brought clear outcomes for the VCSE sector and the communities it serves.

### Purpose of the Job

BCVS has been awarded £290,136 funding through the National Lottery Community Fund to deliver the two-year Green Generation Project. Green Generation will place young people at the heart of developing a sustainable, inclusive and healthy VCSE sector for Bolsover.

The project aims to involve at least 200 young people between the ages of 16 and 25, in volunteering, improving their confidence, green skills and aspirations. It will also support Voluntary and Community groups to host volunteering opportunities and support 30 young people to act as 'Green Generation Champions' developing their confidence, connections and green leadership skills.

The Green Generation Project Manager will manage the Green Generation Volunteer Coordinator, coordinate project delivery and reporting whilst also

supporting local group development to enable groups to benefit from the Green Generation project.

Through Green Generation, the Project Manager will increase the number of VCSE groups across the Bolsover district whilst collaborating with Bassetlaw colleagues to develop and use joint systems.

The successful candidate will be enthusiastic about the VCSE sector and have excellent communication and interpersonal skills. This is a demanding and challenging post, which will require commitment, flexibility, energy and experience of community based activities.

You will be a good manager of people and seek to grow, expand and enhance current activity and the number and quality of VCSE groups. You will work with others in line with contract targets, producing reports to funders and governance which identify successes and areas for improvement. You will be someone who is well organised and capable of operating independently and as part of wider teams in a positive can do manner.

## **Key Responsibilities**

1. Manage the Green Generation delivery team, initially including one Green Generation Volunteer Coordinator
2. Work with Voluntary and Community sector organisations to proactively identify needs and barriers to engagement in the Green Generation project and sustainability providing support to address those needs.
3. Support and, where appropriate, lead project work within BCVS, local and county partnerships in support of the above aims
4. Effective regular liaison/communication with statutory partners, providing a two-way link with the voluntary and community sector
5. Liaise with and support the work of the external evaluation team
6. Explore and promote funding opportunities for VCSE groups from national, regional and local sources to help them to extend and sustain their Green Generation work
7. Support the setup of new groups and help existing groups establish services that meet needs identified through Green Generation
8. Contribute to relevant Green Generation content creation for the e-bulletins for Bolsover and Bassetlaw to share opportunities, good practice and celebrate success. These provide information which includes upcoming events, relevant sector information and funding and commissioning opportunities
9. Maintain up to date knowledge and engage with other Voluntary and Community Sector (VCS) infrastructure organisations in the County,

ensuring Green Generation develops in line with national good practice standards

10. Maintain and develop effective data collection on group development activity and provide BCVS Trustees and funders with summary reports on progress and evaluation of activity.
11. Fully utilise the BCVS CRM and project specific monitoring forms, collate and analyse group support data to inform quality improvement plans
12. Visibly embed sustainability, inclusion, diversity and equity in all Green Generation development work.
13. Production of reports for the board of Trustees and other bodies as required
14. At least monthly review and updates on Green Generation vacancies, training and good practice to BCVS website and newsletters
15. Ensure the confidentiality of sensitive personal and organisation information, in line with Data Protection legislation and BCVS policies.
16. Demonstration of a flexible and positive attitude and behaviours to support BCVS and teams to achieve BCVS goals

The above job description is not an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as required of the post.

**Person Specification and Key Competencies**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience, Education, Training</b>		
Level 4 qualification or equivalent or willingness to work towards one	X	
Professional knowledge, expertise and significant experience in the Voluntary and Community Sector.	X	
Knowledge of charity governance, regulations and VCSE related legislation including safeguarding	X	
Knowledge and experience of using data bases for analysis and reporting	X	
Experience and knowledge of quality assurance in relation to group development	X	
Experience of project management	X	
Good people management skills and experience	X	

	<b>Essential</b>	<b>Desirable</b>
<b>Professional Competence/Skills</b>		
A positive 'can do' attitude and a good team player	X	
Ability to work on own initiative, prioritise own work, meet deadlines.	X	
Excellent communication skills, written and verbal, including presentation skills.	X	
A clear focus on outcomes and experience of delivering results in Voluntary and Community Sector organisations.	X	
Excellent computer/IT skills including Social Media, excel, word, emails	X	
Ability to work in partnership with others in the statutory and voluntary sectors, to achieve successful outcomes	X	

A strong understanding of group set up, governance, structure and ongoing support.	X	
Experience of writing funding bids and supporting organisations to develop applications	X	
Ability to work to tight deadlines	X	
	<b>Essential</b>	<b>Desirable</b>
<b>Personal Qualities</b>		
A clear commitment to inclusion, equity and diversity in employment and service provision.	X	
A sustained interest in, and commitment to, promote any charitable objectives for the benefit of the community in Nottinghamshire and surrounding areas served.	X	
A commitment to the volunteering ethos of the organisation, demonstrated through personal volunteering.		X
A high level of personal awareness and commitment to own personal and professional development.	X	

Must hold a full driving licence and have access to a vehicle for employment purposes.

This job description/person specification is issued as a guideline to assist in clarity of expectations. Because of the evolving nature and changing demands of the work of BCVS, this job description may be subject to change and amendment.

**July 2024**

## **BCVS Values**

***Integrity, Inclusion and Collaboration, Innovation and Learning***

## **BCVS Culture**

BCVS culture is informed by BCVS values as included in the BCVS Strategy #WorkingTogether:

BCVS culture is reflected in our:

- a. Can do attitude
- b. Flexible, responsive and adaptable way of working
- c. Openness to embrace change in response to the changing needs of the VCSE sector and wider stakeholders
- d. Growth of new talent through recruitment and support provided
- e. Support for staff to grow, develop and take on new roles and responsibilities
- f. Proactive commitment to SIDE (Sustainability, Inclusion, Diversity and Equality)
- g. Strong relationships with place-based partners
- h. Willingness to go above and beyond in line with our mission
- i. Hybrid and flexible working operating in the best interests of our service users, volunteers, stakeholders and staff
- j. Professional, boundaried and accountable language and communications
- k. Systematic declaration where conflicts of interest exist
- l. Commitment to act in the best interests of the wider VCSE sector and our members
- m. Participation and celebration of a range of festivities including significant birthdays, Pride, and diverse awareness days, weeks and months
- n. Commitment to listen and act in a data informed way
- o. Understanding of different scope and grades of role and responsibility
- p. Care for each other and the communities that we serve