



Job Description

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

Job Title: BCVS - Bolsover Community Connection and Group Development Officer

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

To support BCVS group and network development and increase the number of VCSE groups primarily across the Bolsover district whilst collaborating with Bassetlaw colleagues to develop and use joint systems. This post has a particular focus on Social Connectedness/tackling loneliness, codesign, and supporting articulation and amplification of voice within place based and district partnership fora and meetings.

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 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. Work with Voluntary and Community sector organisations to proactively identify needs and barriers to growth and sustainability providing support to address those needs.
2. Support and, where appropriate, lead project work within BCVS, local and county partnerships in support of the above aims
3. Effective regular liaison/communication with statutory partners, providing a two-way link with the voluntary and community sector
4. Explore and promote funding opportunities for VCSE groups from national, regional and local sources
5. Support relevant partners to identify gaps in service and, where appropriate, setup new groups and help existing groups establish services that meet an identified need
6. Contribute to relevant content creation for the e-bulletins for Bolsover and Bassetlaw. These provide information which includes upcoming events, relevant sector information and funding and commissioning opportunities
7. Support and facilitate a minimum of four VCSE Voice network meetings per year to ensure good practice development in the wider community and voluntary sector.
8. Maintain up to date knowledge and engage with other Voluntary and Community Sector (VCS) infrastructure organisations in the County, ensuring BCVS develops in line with national good practice standards
9. 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.
10. Fully utilise the BCVS CRM and project specific monitoring forms, collate and analyse group support data to inform quality improvement plans
11. Visibly embed sustainability, inclusion, diversity and equity in BCVS group development work.
12. Production of reports for the board of Trustees and other bodies as required
13. At least monthly review and updates on vacancies, training and good practice to BCVS website and newsletters
14. Ensure the confidentiality of sensitive personal and organisation information, in line with Data Protection legislation and BCVS policies.
15. 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

	Essential	Desirable
Experience, Education, Training		
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	

	Essential	Desirable
Professional Competence/Skills		
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	
	Essential	Desirable
Personal Qualities		
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.

April 2025

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