

VOLUNTARY AND COMMUNITY SECTOR DEVELOPMENT LEAD

Post:	Voluntary and Community Sector Development Lead (Children/Young People)
Hours:	Full-time - 35hrs per week.
Term:	12 month fixed term contract, with potential extension
Base:	Young Barnet Foundation Office
Remuneration:	up to £35,000 (depending on experience)
Accountable to:	CEO
Line management:	Potential Staff and volunteers

Young Barnet Foundation seeks an experienced Sector Development Lead to support the CEO and the growing team to provide the best strategic support to the sector to benefit the Children and Young people of Barnet.

BACKGROUND INFORMATION - About Young Barnet Foundation

Young Barnet Foundation (YBF) is made up of a diverse membership of over 170 charities, community organisations and social enterprises that deliver positive, enriching and wellbeing activities to children and young people across the borough of Barnet. Our vision is for young people to grow up healthy, safe and happy with the best opportunities to secure brighter futures.

Our small team works collaboratively, tactically, and strategically to support and build capacity within and beyond our membership, under the ethos of **Generous Leadership**: -

- we support members with advice, information and sharing best practice, offer networking opportunities, assistance with fundraising and foster partnership building.
- we work with local authority and strategic partners to encourage sharing of intelligence, ideas, and resources.
- We are also proud partners of Barnet Together.

About Barnet Together

In order to best support the local voluntary sector, Young Barnet Foundation work in collaboration with two other local organisations, Inclusion Barnet and Volunteering Barnet, under the banner of Barnet Together. <https://barnettogether.org.uk/>. Together we use our collective knowledge and staff skills to best serve the community.

About the role

This role will work closely with our CEO, and oversee and support the wider YBF team, to help close the gaps between the needs of children, young people and their families, and the existing provision for youth in the London Borough of Barnet. This role will take a helicopter view of both the needs of our children and young people in the borough, as well as development needs of the youth sector. It will use that insight to develop schemes and scale up existing ones, to address gaps between provision and need. It will make the most of local assets including our members, people, places and partners. We are looking for an excellent end-to-end sector development professional with bags of experience and, importantly, a passion to deliver for the children and young people of Barnet

Responsibilities:

Key Tasks and Responsibilities

With the support of relevant colleagues to;

- Build the capacity of member organisations to improve quality of provision and ensure the projects reach those most in need, including:
 - identify training/development needs and support requirements of the sector
 - In partnership with Barnet Together, create a training programme - design and deliver, or source training to meet the needs of the sector
 - Identify funding opportunities that meet the needs within the Borough and support member organisations to access these individually or through partnership bids as appropriate
 - carry out 1:1 organisational support sessions with members as necessary
 - promote good practice and sustainable models for delivery.
 - to explore volunteering support with partners
- Attend local and regional events to build relevant networks and insight into other programmes.
- Explore, Evaluate and Execute the roll out of best practice and digital tools to support members with ongoing organisational development
- Keep records of all interventions, review and monitor delivery in line with the organisation's impact measurement framework, provide reporting to key stakeholders.
- Carry out relevant outcomes-based monitoring and evaluation, ensuring we receive feedback from users
- Take part in relevant team meetings, with regular reporting to the Senior Leadership Team
- Represent Young Barnet, our members and Barnet Together in meetings with external partners and stakeholders
- Feed into Young Barnet's communications for its members and wider stakeholders
- Develop and drive forward engagement with our members and partners in line with our strategy

Candidate Profile:

Experience

- Experienced/track record in working in and supporting the Voluntary and Community Sector especially small local groups, understanding of the VCSE membership size, skills and capabilities, in order to best support the Member Engagement staff within Young Barnet to best represent members to wider stakeholders
- Experience of effective partnership building and stakeholder collaboration.
- significant experience in providing advice and support to organisations, which you may have gained as a VCS consultant or working for a support/infrastructure organisation
- working on/contributing to communications (PR, outreach, resources)
- Experience of workshop facilitation

Skills and knowledge

- An understanding of the issues faced by small and medium voluntary sector organisation, including those led by volunteers.
- Full knowledge of all types of fundraising, fundraising methods and regulations
- Solid understanding of charity governance, finance and management
- Excellent interpersonal skills with the ability to exercise diplomacy, and build trusted relationships
- Community development experience
- Ability to engage and communicate effectively to a range of audiences, using different mediums, with written good skills, including good public speaking skills
- an understanding of safeguarding
- Solid project management skills

- Strong ICT skills, with good experience of using Microsoft Office. Experience with Salesforce/CRM systems preferred but not mandatory.
- An understanding of measuring impact (quantitative and qualitative) in a social/education environment
- A strong understanding of the challenges faced by young Londoners and an interest in helping children and young people fulfil their potential.

Capabilities

- Self-starter
- Proven project coordination/management skills including ability to liaise with a complex range of stakeholders.
- confident decision-maker, problem-solver and always solutions-focused
- adaptable, open to new ways of doing things
- able to manage their own time and prioritise a heavy workload
- commitment to inclusion and diversity

This engagement is subject to

- Proof that you have the right to work in the UK
- The role will require site visits, so a driving licence is essential as well as access to your own vehicle, a mileage allowance will be paid.

Please note that this post is subject to appointee undergoing an Enhanced DBS, in line with Young Barnet Foundations commitment to Safeguarding.

Young Barnet Foundation is an equal opportunity employer.

To apply please send CV and covering letter to info@youngbarnetfoundation.org.uk prior to the closing date shown on the Young Barnet Foundation website.

The role will involve occasionally evening and early morning events so a flexible approach to working hours is required. Eligible to work in the UK.
