

# Voluntary and Community Sector Development Manager

Young Barnet Foundation seeks an experienced and ambitious individual to head up the Member Development team as our **Sector Development Manager**. Providing the best strategic support to the sector to benefit the children and young people of our Borough.

We offer our team members:

- Flexible hours and hybrid working
- Personalised training and development plans
- New modern office space
- Opportunity to be part of the wider Young People's Foundation movement and make a real difference to the local community

## Summary:

**Hours:** Full-time - 35hrs per week.  
**Term:** **24-month fixed term contract**, with potential extension Subject to Funding  
**Base:** Young Barnet Foundation Office - East Barnet & home working.  
**Remuneration:** up to £35,000 (depending on experience)  
**Accountable to:** CEO  
**Line management:** Staff and potential volunteers  
**Application Closing Date:** Friday 8<sup>th</sup> October 2021

### **About Young Barnet Foundation**

Young Barnet Foundation is a membership organisation which supports over 170 charities, community groups and social enterprises who deliver positive activities and vital support services to children and young people in the London Borough of Barnet. We are proud members of Barnet Together and one of nine Young People's Foundations operating across London and Manchester.

Our team works collaboratively, tactically, and strategically under an ethos of 'Generous Leadership' to support and build capacity within and beyond our membership, including:

- Providing members with advice, information, and networking/training opportunities; assistance with fundraising and partnership building.
- Working with local authority and strategic partners to encourage sharing of intelligence, ideas, and resources.

### **About the role**

The Voluntary & Community Sector Development Lead will work closely with the CEO and oversee and support the wider YBF Member Development team. They will help close the gap between the needs of children and young people and the existing voluntary provision within the borough by using insight and working closely with members, partners, and the local community.

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.

## Key Tasks and Responsibilities

- 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/oversee 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/proven 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

## Other Terms and Conditions

<b>Probation Period:</b>	Three months
<b>Expenses:</b>	Staff may claim travel expenses, at the agreed rate, for journeys necessary in the course of their work. Claims for additional expenses will be reimbursed in accordance with our expense policy or funded contracts.
<b>Annual Leave:</b>	25 days per annum, pro rata, excluding bank holidays. Holidays will increase in accordance with our Annual Leave Policy.
<b>Pension Payments:</b>	On activation and after satisfactory completion of the probationary period, Young Barnet Foundation will contribute, in line with government requirements, into a stakeholder or personal pension scheme.

<b>Application Process:</b>	
Please apply with a <b>covering letter and an up-to-date CV</b> (citing your relevant abilities, skills, knowledge and experience). Please use the covering letter to explain in detail how you meet the requirements of the Candidate Profile. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach an additional sheet if necessary.	
<b>By E-mail:</b> <a href="mailto:recruitment@youngbarnetfoundation.org.uk">recruitment@youngbarnetfoundation.org.uk</a>	<b>Enquiries:</b> Telephone: 0203 621 6090
CVs will be assessed as and when suitable candidates apply - interview dates TBC	

**Please note that this post is subject to appointee undergoing an Enhanced DBS, in line with Young Barnet Foundations commitment to safeguarding. Proof of right to work in the UK is required. Young Barnet Foundation is an equal opportunities employer.**

Young Barnet Foundation offers a flexible approach to working hours, working closely with each staff member to suit their personal and professional needs.

\*\*\*If you are viewing this role via an online job board/agency please be aware that you MUST submit your application via the instructions above to [recruitment@youngbarnetfoundation.org.uk](mailto:recruitment@youngbarnetfoundation.org.uk) \*\*\*