



May 2022

Dear applicant

Thank you for contacting us for information about the Development Officer vacancy. You will find the following documents included in this pack:

- Background information about Dudley CVS
- About our application process
- Background information about the post you have enquired about
- A job profile and person specification for the post you have enquired about
- An application form
- An equal opportunities monitoring form

If you require an alternative format, please contact Dudley CVS via the details below.

The closing date for applications is 2pm Monday 30th May 2022. Application forms and the equal opportunities monitoring form should be emailed to info@dudleycvs.org.uk or posted to:

**Dudley CVS
7 Albion Street
Brierley Hill
DY5 3EE**

As we are a charity with limited resources, we are sorry that we will not be able to respond to applicants who are not shortlisted for interview. If you have not heard from us by the **3rd June** please assume that you have not been shortlisted. Interviews are currently planned for **Tuesday 7th June 2022.**

If you have any questions about the process, please contact me on the number and email below. If you would like to have an informal discussion about the post, please contact Andy Gray, Chief Executive, using the contact details provided in this letter.

Yours sincerely

**Dale Pickin
Administrator**



Background information

Dudley CVS's vision is:

“Caring, vibrant and strong communities where everyone can fulfil their potential”

And Dudley CVS's mission is:

“Connecting and inspiring people and organisations to achieve positive change while championing their value to partners and the wider community.”

To achieve these, Dudley CVS:

- Helps individuals that access health and social care services. This includes listening to people's experiences of services and working with service-designers to improve them, connecting individuals to decision-makers and helping them get their voices heard and supporting them to access services that improve their health and wellbeing.
- Supports people and communities that want to make a positive impact. This includes helping people to come together to plan projects and activities that benefit local communities, connecting people and communities to service-designers and encouraging collaboration and signposting to volunteering opportunities.
- Providing tailored support to people that set up and manage voluntary and community organisations, charities and social enterprises. This includes training people to organise and lead their group, supporting with paperwork, planning and financial management. Dudley CVS also supports organisations with involving volunteers, measuring and demonstrating impact and connects them to potential partners and funding opportunities.

Dudley CVS also acts as a trading company. Its assets are dy1 and Brierley Hill Civic Hall.

In addition, we are a key player in the borough in terms of strategic and partnership work to ensure that the role of the voluntary and community sector is maximised.

The voluntary and community sector is very diverse, spanning small, solely volunteer-led community groups to large charities that employ staff and growing social enterprises that trade to achieve their social aims. Many of these organisations are managed by an elected committee of volunteers. They can receive funding for their work from sources including the council, regeneration schemes, Europe or other charitable funders such as the National Lottery Community Fund. Other groups will have no or only small amounts of funding and rely entirely on volunteers to carry out their work. Dudley CVS receives its 'core' funding from Dudley Council and we also receive funding from various other sources, including contract management fees via Dudley CVS.

Working at Dudley CVS

Dudley CVS is a friendly, versatile and creative charity. We help people and organisations that want to make a positive difference in communities across Dudley borough.

We have a team crammed full of enthusiastic people with a dazzling diversity of skills and knowledge. Our staff team is 40 people and growing. We work in an ever-changing environment which means every team member needs to be prepared to respond to both internal and external opportunities, sometimes in a short timescale.

We have an informal working environment and the spaces team members choose to work from are friendly and welcoming - from our main office in Brierley Hill to the premises at Brierley Hill Civic Hall and DY1 in Dudley. Staff working for Dudley CVS have many opportunities to develop their skills and experience and to prioritise and manage their own workload on a day to day basis.

We are governed by a board of directors who give their time voluntarily. The directors are elected from and by our members, which are voluntary and community organisations operating in Dudley borough.

Dudley CVS is a company limited by guarantee and a registered charity. Dudley CVS also acts as a trading company. Its assets are DY1 and Brierley Hill Civic Hall.

We have been firmly rooted in Dudley borough for over 40 years and we have a palpable passion for Dudley borough's amazing people and places.

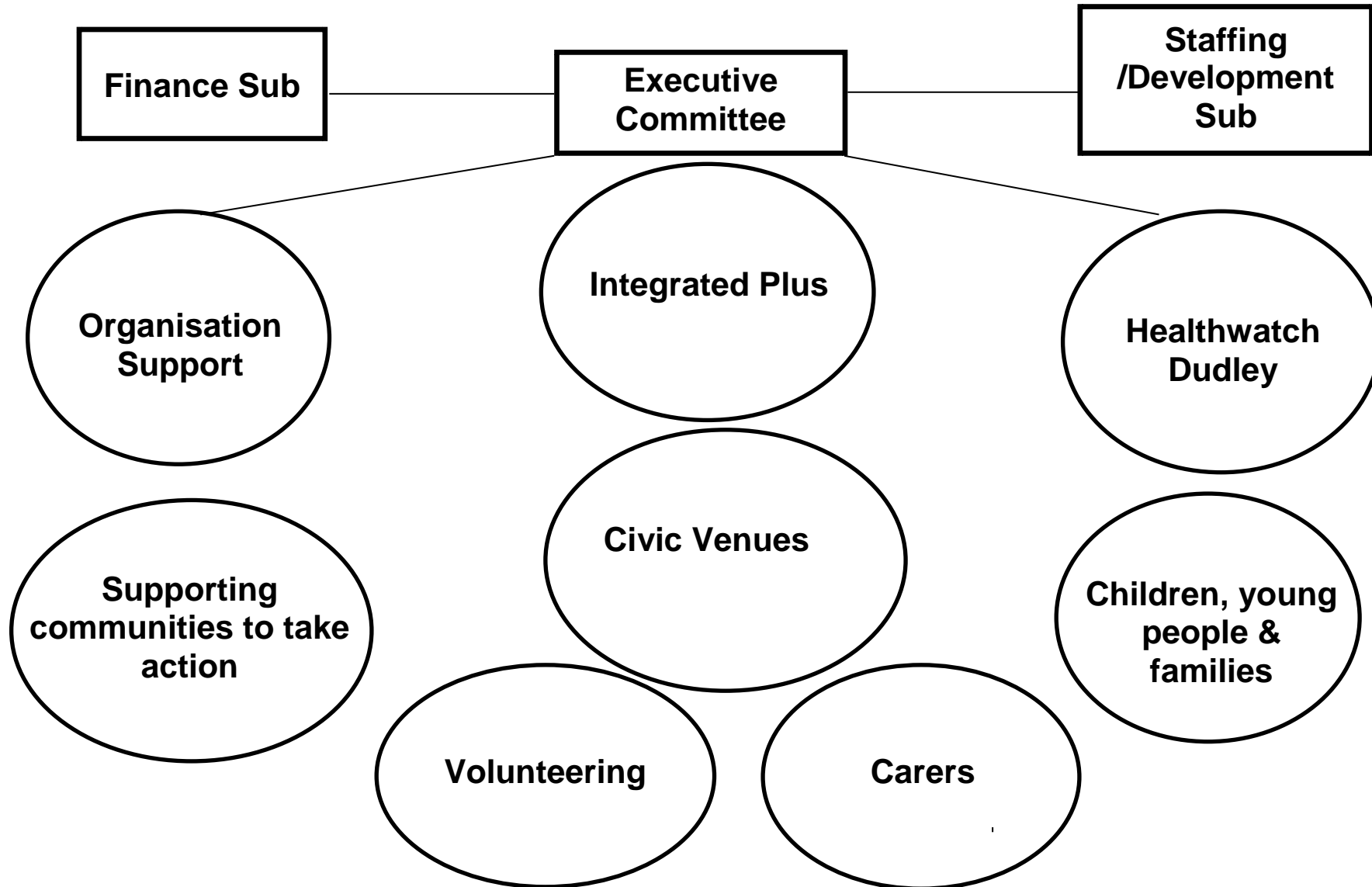
Join us to help the whole team with the increasingly crucial role of supporting people to do more for themselves at the same time as creating positive outcomes within our communities.

During recruitment processes, we look for people who have a 'can-do' attitude and are able to find ways and means to undertake work when solutions may not always be initially obvious, and people who relish a busy working atmosphere.

To see more of what we do visit www.dudleycvs.org.uk



Dudley CVS Organisation Structure





GUIDELINES ON COMPLETING YOUR APPLICATION

It is very important that you read this information before completing the form.

How we decide who to invite for interview

Dudley CVS uses a scoring system in order to select those applicants who will be invited for interview. We give marks according to how well your application meets each point in our **Person Specification**. The candidates with the highest total scores are then invited for interview.

You will find a Job Description and a Person Specification enclosed in your pack. The job description tells you about the tasks you will be asked to do if you're successful; the Person Specification describes the person we are looking for to fill the post. Your application should, therefore, be based on the Person Specification.

How you can give yourself the best chance of being successful

Whilst we do need, and take note of, all the information you give us, the most important part of the form is:

SECTION 6. EXPERIENCE

This is your opportunity to tell us clearly how your experience and abilities relate to each of the requirements in the Person Specification. Although reference to the Job Description is always good, **it is the details of the Person Specification that you will be scored against.**

It would be helpful if you write your information in the same order as the requirements are set out in that document.

It is also useful if you provide some evidence about how well you did a task. Below is an example of a good response.

From the Person Specification: "Experience in the use of word processing and spreadsheet packages."

Response: "I have used word processing extensively to produce letters, reports tables and minutes. I am good at spelling and punctuation and always take care to proof read and to make sure that the document is well laid out. I have used spreadsheets in my voluntary capacity as book-keeper for a small group. I have set up a system to calculate cash in hand at the end of each month and to compare expenditure against budget, which has been easily followed by the Management Committee."

Other sections on the Application Form and how to fill them out.

1. PERSONAL DETAILS

Dudley CVS is an equal opportunities employer and welcomes applications from people with disability. **All applicants will be judged on their experience and job-related abilities only.**

If you would need any special arrangements in order to attend for interview, please either include this on the form or attach a separate sheet if necessary.

2. EDUCATION/TRAINING/QUALIFICATIONS

Please detail the information that is relevant to your application. It is not necessary to list the schools / colleges you attended. Please note that, should you be offered the post, you will be asked to supply evidence of your qualifications (original certificates for example).

3. RELEVANT NON-QUALIFICATION LEARNING

We are interested in any learning you have taken part in **which is relevant to the post**. This could be short courses, company in-house training, voluntary work, computer based training or one-to-one mentoring.

4. PRESENT/LAST EMPLOYMENT

Use this section to describe to us your current or most recent duties and responsibilities, emphasising those **which relate to this application and your level of responsibility**.

5. PAST EMPLOYMENT (MOST RECENT FIRST)

We are interested in your relevant duties but also in the breadth and variety of experience that you have had. If you feel it is relevant, please give us some detail of your different responsibilities. You can use an extra sheet if necessary.

Unless there is something you particularly want to tell us about, there is no need to include information for more than the past 15 years.

6. REFERENCES

Please check with your referees that they will be available to supply a reference, if required, immediately after the interview date. If one of your referees is on holiday or otherwise unavailable for a time, please attach to the form the times when your referee will be available or find an alternative person.

7. CRIMINAL CONVICTIONS

Certain posts within Dudley CVS involve working with vulnerable adults and children. If you are applying for such a post, the law requires that we requested a Disclosure and Barring Service check on you.

Unspent criminal convictions will only be taken into consideration if they are directly relevant to the post. Failure to disclose unspent convictions could result in disciplinary procedure should you be appointed.

8. DECLARATION

Please note that emailed applications will be accepted and should you be shortlisted for interview you will be asked to sign the form.

9. CLOSING DATE

Please make sure that you post the form in good time. **Dudley CVS cannot accept late arrivals.**

10. RECRUITMENT MONITORING FORM

Dudley CVS is an equal opportunity employer. To help us monitor our policy, we would be grateful if you would complete the details on the form.

The form will be separated from the application before the selection process begins.

11. DATA PROTECTION

Personal data obtained from applicants during the recruitment process will be held securely and will be used solely for the purposes of selection for the post advertised. Other than for the successful applicant, no personal data from the application form will be retained beyond four months from the date of interview. Equal opportunities monitoring information will be retained for twelve months.

12. CVs

Please **do not** include a CV. If you do, it will not be considered. All information must be on the application form or continuation sheets.

13. ELIGIBILITY TO WORK IN THE UK

English law requires that all employers check that everyone they employ is legally eligible to work in the UK. As an equal opportunities employer, Dudley CVS will therefore require all successful candidates to provide this proof prior to starting work. The Home Office has provided a detailed list of what documents provide the proof. If you would like to discuss this further please do contact us.

Dudley CVS

Job Description



| | |
|-------------------------|--|
| Job title: | Development Officer |
| Responsible to: | Senior Development Officer |
| Hours of work: | 37 hours per week To be worked weekdays and some evenings and occasional weekends. Dudley CVS does not pay overtime, but gives time off in lieu. |
| Salary range: | £23,953 - £28,226 aligned to NJC (dependent on experience) |
| Pension: | Employer contribution 6% after probationary period of 6 months, minimum employee contribution 4% |
| Location: | You will be based in offices in Brierley Hill and will be happy to work from a range of settings using mobile devices. |
| Travel expenses: | Paid at equivalent NJC casual user rates, monthly in arrears. |
| Holidays: | 25 days per year (plus Bank holidays) |

Main purpose of job

You will be supported by colleagues with lots of experience of working in the voluntary and community sector, who can guide and help you to expand your knowledge, while you can bring your ideas and perspectives to the team. Together we will be the first port of call for people engaged in voluntary and community action.

The purpose of the job is:

1. To inspire, encourage and promote community action across Dudley borough in collaboration with our group support team and wider CVS teams and projects.

2. To enhance resilience in communities by:
 - Supporting the development of projects and organisations that benefit communities, particularly those which are marginalised or disadvantaged
 - Championing good practice in running voluntary and community organisations
 - Encouraging collaboration between voluntary and community groups, volunteers, partners and the wider community
 - Promoting the value of voluntary and community groups and projects.

3. To build the confidence and capacity of people and voluntary groups who want to do good work in their communities. You will be a listening ear, a supporter and a critical friend to them by providing information, guidance and training to enable them to contribute effectively to the voluntary and community sector and the wider community.

Tasks / Key responsibilities

1. Development support

To support people involved in voluntary and community groups or projects to run them efficiently, sustainably and according to best practice. This will include giving tailored one-to-one support and guidance, providing information, providing training and bringing in additional expertise on topics such as:

- Building and working in teams, bringing people together around shared goals and helping people to build their confidence in their roles
- Connecting and engaging within communities and with other organisations
- Planning projects or activities
- Helping groups to be inclusive and welcoming
- Developing constitutions

- Basic financial management

This is a role in which you will be able to grow and develop and the salary will be reviewed as that happens. You will be encouraged to work with the team in order to build your knowledge and experience around more complex areas of group development support, such as:

- Understanding different types of voluntary and community organisations and different legal structures in the voluntary and community sector
- Setting up and registering voluntary and community organisations and developing governing documents
- Safeguarding (children and vulnerable people)
- Data protection
- Health and safety
- Employing and managing staff
- Leading community organisations (roles and responsibilities of committee members, charity trustees and directors)
- Income-generation (different types of fundraising and investment)
- Demonstrating the difference groups make and raising the profile of voluntary and community organisations

2. Working collaboratively with partners and people and encouraging collaboration between voluntary and community organisations, partners and communities

To 'connect the dots' between community resilience and a vibrant voluntary and community sector by working with Dudley CVS colleagues to keep abreast of community activities, existing and emerging voluntary and community organisations and their activities, gaps and areas of need, emerging themes in various communities and opportunities for joint-working. This will involve work such as:

- Being curious about and contributing to the ways in which voluntary and community organisations, our partners and our organisation as a whole contributes to helping communities thrive
- Attending and contributing to networking meetings
- Contributing to our collective knowledge of the voluntary and community sector across the Dudley borough
- Working with colleagues and partners in geographic localities and on themed areas of work such as health, mental health, wellbeing, loneliness and isolation, poverty, children and young people, marginalised communities and support meaningful community action and engagement in those areas
- Working with other organisations to identify opportunities for best practice and collaborative working around building resilient, sustainable, thriving communities
- Making connections between voluntary and community groups and mobilising, connecting and building relationships with and between people in a way that helps people to do more with others and for themselves, as find solutions collectively
- Encouraging networking and collaborative working between informal and formal voluntary and community organisations

3. Supporting the development and sharing of information, resources and communication

In collaboration with your team, contribute relevant and up-to-date information and guidance for people who run community projects and voluntary groups, to help raise their profile and to help people to understand Dudley CVS's work. This will involve work such as:

- Providing relevant and up-to-date information on issues relevant to the groups you will be supporting through the Dudley CVS website and its communications platforms
- Developing and maintain resources and good practice guidance for the groups you will be supporting on a range of topics, through the Dudley CVS website and its communications platforms
- Contributing to Dudley CVS's collective knowledge of the voluntary and community sector across Dudley borough
- Sharing our team's collective knowledge of Dudley borough's voluntary and community organisations with our wider teams in Dudley CVS to help us ensure that the work we do is joined up and co-ordinated
- Helping to promote the work we do to support the voluntary and community sector in Dudley borough
- Keeping records and demonstrating our work and its value using Dudley CVS's website, other online platforms, written reports and annual review
- Celebrating the contributions of voluntary and community organisations to strong and resilient communities through Dudley CVS's online platforms, written reports and annual review

4. Evaluating and learning

- Using agreed models and structures capture activity and demonstrate positive outcomes
- Creating, encouraging and facilitating activities for collective learning, reflection and evaluation.

Standard Terms Common to all job descriptions

- A willingness to work outside the office environment, occasionally unsocial hours including weekends and evenings and travel within Dudley borough and occasionally further
- To comply with all Dudley CVS policies and conditions of service as laid out in the staff handbook
- In discharging duties of the post to have due regard to the provisions of health and safety at work legislation
- To undertake additional responsibilities appropriate to the grade and responsibilities of the role

Person specification

The person specification is a picture of qualifications, knowledge, experience and qualities Dudley CVS is seeking. It will be used in the shortlisting and interview process for this role.

Please show us how you meet the following criteria and tell us why this role is perfect for you.

Essential principles, skills and experience

1. You are passionate about communities, working with people from all walks of life and you believe in the difference that people can make through voluntary and community action
2. You relish working within communities and you have a genuine desire to help
3. You have some knowledge of setting up and running community projects and / or small community groups
4. You are genuinely committed to learning on the job and developing your knowledge and experience in the voluntary and community sector
5. You have excellent facilitation and collaboration skills
6. You are able to work on your own initiative and as part of a team
7. You are comfortable with ambiguity and able to thrive in a fluid environment while recognising constraints which partner and stakeholder organisations work within
8. You have experience of successfully coordinating projects in challenging environments
9. You have excellent communication and interpersonal skills
10. You are skilled at conveying information and ideas
11. You are a clear communicator with good report writing and presentation skills, capable of constructing and delivering clear ideas and concepts concisely and accurately for a range of audiences
12. You can plan, prioritise and carry out your work in a flexible way and can meet competing deadlines. You are accustomed to working in teams and do this effectively.
13. You know how to use a range of software to produce written documents, spreadsheets, presentations. You can effectively manage communication by email and you are comfortable using collaborative online tools (for example Whatsapp, Twitter, Facebook, using text editors such as Word/Pages and other message apps).

Desirable

1. Qualification in community development or related topic
2. Experience of working within the voluntary and community sector and have good up to date working knowledge of the voluntary sector challenges and opportunities
3. You have knowledge and experience in at least 3 of the following areas
 - Community development
 - Safeguarding (children and young people, vulnerable people)
 - Project and business planning
 - Financial management for voluntary and community organisations
 - Data protection
 - Health and safety
 - Employing and managing staff
 - Income generation options for voluntary and community organisations
4. Knowledge and experience of partnership working with public, private and voluntary sector organisations and supporting local partnerships
5. Experience of working with people and organisations from under-represented communities
6. Ability to organise, plan and deliver presentations and training
7. Ability to present and speak confidently in front of a range of partners and audiences
8. Ability to use Microsoft 365

**7 Albion Street
Brierley Hill
DY5 3EE
01384 573381
Registered Charity No. 517766 Incorporated under the
1985 Companies Act No. 1998105**

