

Tel: 01452 528491 | Email: info@grcc.org.uk | Website: www.grcc.org.uk |
Facebook: GlosRCC | Twitter: @GlosRCC | Instagram: GlosRCC

Job Description: VCSE Advice Officer

Salary scale:	Between £22,000 - £25,000 per annum (pro rata if applicable) depending on experience
Contract:	Permanent
Hours:	Full time – GRCC operates on a 36hr week (7.2hrs per day) with a flexible working policy
Annual leave:	25 days per year + bank holidays (pro rata if applicable)
Time off in lieu:	Equivalent time off is given in lieu of any directed evening or weekend work.
Pension:	The post is pensionable, to which GRCC contributes 7.125%
Location:	Based at Community House, 15 College Green, Gloucester GL1 2LZ. The post holder will be required to travel to meetings in countywide.
Responsible to:	Community Development Team Manager
CLOSING DATE:	12noon, Friday 26 August 2022
INTERVIEWS:	7 September 2022

Job Purpose

- To provide quality support services for voluntary, community and social enterprise (VCSE) organisations in Gloucestershire in order to increase the capacity and sustainability of the VCSE in the county
- To work with communities, parish and town councils to inspire, support and enable them to bring their ideas to fruition

Responsibilities

Main activities and responsibilities

- Enable and facilitate opportunities for networking and collaboration for VCSE sector, to share good practice, keep up to date with relevant changes affecting them and to engage with partners where appropriate
- Deliver presentation, training and learning opportunities and networks for VCS and communities on a wide range of issues of their choosing, connecting to other like projects

- To provide secretariat support and co-ordination for the Gloucestershire Volunteering Collaborative, using and developing skills and knowledge to further meet its aims and objectives
- Promote, support and develop Volunteering capacity both for GRCC and the sector
- To work with VCSE, communities and projects to enable them to identify their goals and priorities, plan projects, and identify appropriate resources, promoting and providing practical support for VCSE and community development across the county

Other responsibilities

- To be an active member of the Community Development Team, working across all work themes, sharing knowledge and information
- To keep up to date with national and local changes in legislation and practice that affect communities and VCSE
- To work with colleagues to help promote and market GRCC services
- Contribute to the overall sustainability of GRCC by seeking opportunities for new projects, funding and delivery of charged for services
- To attend team meetings and other internal meetings, e.g. strategic planning
- To monitor all work using the GRCC CRM system, provide written reports as necessary and regularly keep line manager up to date with progress through supervisions and annual appraisal

Additional notes:

- The opportunity for continued professional development will be delivered by learning new skills. Training and learning from work colleagues will also be available
- GRCC has a flexible working policy. Whilst the candidate will be office-based the opportunity to work from home is also available
- We operate an Employer Supported Volunteering Scheme which enables staff to volunteer for 2 days of their choice as paid time
- This job description outlines your main tasks and responsibilities but you may be asked to undertake further duties when necessary
- Evening and weekend work will be required for this role for which equal time off in lieu under a 'TOIL' system is allowed
- You will be required to travel countywide and occasionally outside the county to deliver your work. The occasional overnight stay may be required
- The ability to travel independently, e.g. full, clean driving licence with access to a vehicle, is required

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Person Specification: VCSE Advice Officer

Qualifications

Essential:

- Educated to degree level, or equivalent experience

Experience

Essential:

- Working with a diverse range of communities and organisations or projects
- Working with the public
- Experience of good customer relations
- Excellent oral and written skills
- Creating and delivering presentation

Desirable:

- Management of volunteers or volunteering projects
- Public speaking
- Knowledge of rural and / or urban issues

Knowledge and Skills

Essential:

- Excellent communication skills, including presentation skills
- Excellent IT knowledge and skills
- Excellent research skills
- Ability to take the initiative and work independently
- Ability to work to deadlines and under pressure
- Ability to use video conferencing platforms

Personal Qualities

Essential:

- Enjoys working with people, especially on a group basis
- Adaptable with a 'can do' attitude
- Attention to detail
- Professional manner
- Team worker
- Willing to work 'out in the field'

Other

- The ability to attend and travel to evening and weekend meetings with communities as required is an essential requirement of this post

About GRCC

GRCC is an independent charity that works in and within Gloucestershire's communities and the Voluntary, Community and Social Enterprise Sector (VCSE) to inspire, enable and deliver community action. We work countywide to strengthen and develop communities to create thriving, sustainable places for local people to live and work in.

We have a wealth of experience in working with communities and projects on a wide range of issues, building capacity, supporting, cascading information, giving advice and training to VCSE groups, Parish and Town Councils and organisations of all shapes and sizes in the county. We facilitate networks and bring the VCSE sector and communities together to enable a stronger, more resilient sector.

Our unique quality is as a member of a national network of similar organisations, which adds value to the support we offer, enables wider learning but also sharing and translating the implications of new government legislation and policy to communities and projects alike.

GRCC is now also the parent charity for Independence Trust which delivers advice and support across the county for mental health.