**Job Profile comprising Job Description and Person Specification**

**Job Description**

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|  **Job Title:** Voluntary Sector Strategy and Partnership Manager, Wandsworth | **Grade**: PO6 |
| **Section:** Stronger and Safer Communities | **Directorate:** Chief Executive’s Group |
| **Responsible to following manager:**Head of Communities and Partnerships | **Responsible for following staff:**Voluntary Sector Support Officer, WandsworthCommunity Fund Manager, Wandsworth |
| **Post Number/s:** | **Last review date:** October 24 |

**Working for the Richmond & Wandsworth Better Service Partnership**

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

* To lead Wandsworth Council’s approach to forging a strong and positive relationship with the voluntary sector and community sector (VCS).
* To lead system development and ensure strategies are in place that will build capacity within the VCS.
* Ensure effective arrangements are in place to support and meet Council obligations around any Council for Voluntary Service or similar voluntary sector support mechanism.
* Act as the Council’s link with VCS partners.
* Facilitate events for the Leaders/lead cabinet member for Wandsworth Council to engage with partners and the community.
* Subject to further review this role will require oversight of the Wandsworth Neighbourhood Renewal Fund (NCIL) across the borough including a holistic programme of stakeholder engagement and resident participation to co-design programmes that meet local priorities.
* Manage the Voluntary Sector Development team and Community Fund team.

**Specific Duties and Responsibilities**

* To lead the development and implementation of arrangements for supporting the VCS in accordance with Wandsworth Council’s strategic objectives for the third sector, including the implementation of a Voluntary Sector and Civil Society Strategy.
* To lead the commissioning of Council support to the VCS (for example, needs assessment consultants, information services, voluntary sector capacity building, volunteering services and strategic leadership), ensuring that effective commissioning, market testing and contract management of services processes are in place and operating to all required standards.
* To research and develop policy options relations relating to the VCS and to advise and support Members and senior officers accordingly, including advising on legislative developments, making policy proposals, commenting on reports and attending Member meetings.
* To develop and lead a co-production approach with the VCS and implement this approach where indicated by Members and senior officers, which may include around commissioning intentions.
* To manage and co-ordinate strategies, policies and initiatives to enhance the ability of the VCS to participate in the delivery of community and corporate objectives, including through commissioned services.
* To ensure an effective dialogue with and across the spectrum of the VCS in the borough of Wandsworth and acting as a conduit for the sector to the range of services within the Council and at times with other statutory sector partners.
* To raise the profile of the Council working in partnership with the VCS.
* To publish and widely disseminate information about the Council’s programmes for the VCS.
* To provide specialist advice on VCS issues in Wandsworth to colleagues across the organisation.
* To develop, implement and regularly review any required policy around support of goods or space to the VCS.
* Subject to further review this role will require oversight of the Wandsworth Neighbourhood Renewal Fund (NCIL) across the borough including a holistic programme of stakeholder engagement and resident participation to co-design programmes that meet local priorities.
* To ensure business and budget plans are produced for all functions within the service and ensure they are effectively managed within the approved budgets.
* To provide effective management of the Voluntary Sector Project Officer and Community Fund Manager, including recruitment, training, development and appropriate application of policies and codes of practice on staffing matters.
* To work in partnership with colleagues across the wider Stronger and Safer Communities team. To share good practice and ideas across the department and at times to offer and request direct support across the two boroughs’ resources.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
* The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Additional Information**

* Manage the Voluntary Sector Project Officer and the Community Fund Manager.
* Manages the Council’s VCS budget, outside of grant allocations.
* Attends evening meetings and occasional weekend working as required for which time off in lieu is offered.
* The post holder will work from Wandsworth Town Hall and will frequently be called upon to visit organisations across the borough. This role cannot be solely home based.

**Team structure**

**Person Specification**

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| **Post Number/s:**   | **Last review date:** October 2024 |

**Our Values**

**THINK BIGGER**

**EMBRACE DIFFERENCE**

**CONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

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| **Person Specification Requirements**   | **Assessed by** **A/I/T/C** **(see below for explanation)**  |
| **Knowledge**  | **Essential**  | **Desirable**  | **Assessed**  |
| Up to date knowledge of relevant legislation and central government policy relating to the voluntary and community sector  | **X**  |   | A & I  |
| Knowledge of developments, issues and best practice in the voluntary and community sector  | **X**  |   | A & I  |
| **Experience**  | **Essential**  | **Desirable**  | **Assessed**  |
| Experience of working in a voluntary sector, local government or related environment  | **X**  |   | A & I  |
| Experience of successfully managing complex projects involving multiple stakeholders | **X** |  | A&I |
| Experience of managing small numbers of staff, with positive outcomes  | **X**  |   | A & I  |
| Experience of successfully managing own workload and that of others in an environment where deadlines and priorities frequently change and are often conflicting  | **X**  |   | A & I  |
| Experience of working with councillors or other levels of government to support development of their proposals | **X**  |   | A & I  |
| Experience of commissioning services | **X**  |   | A & I  |
| Proven experience of managing budgets   | **X**  |   | A & I  |
| **Skills**  | **Essential**  | **Desirable**  | **Assessed**  |
| Ability to design and deliver effective engagement and participation strategies and co-designing programmes with external partners  | **X**  |   | A & I  |
| Effective management and delivery of complex projects that involve multiple stakeholders | **X** |  | A & I  |
| Ability to communicate effectively orally and in writing in order to present findings in an engaging and effective way variety of audiences  | **X**  |   | A & I  |
| Ability to represent the Council in dealing with external organisations  | **X**  |   | A & I  |
| Excellent analytical and critical thinking skills with ability to analyse financial and non-financial data and draw robust conclusions  | **X**  |   | A & I  |
| Ability to work in partnership with a large number of stakeholders to achieve a positive outcome which works for all | **X**  |   | A & I  |
| Strong interpersonal skills including the ability to successfully negotiate in order to deliver cost-effective commissioning and grant-giving exercises  | **X**  |   | A & I  |
| **Qualifications**  | **Essential**  | **Desirable**  | **Assessed**  |
| Degree level or equivalent qualification through experience. | X |  | A&I |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**