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

**Job Description**

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| **Job Title:** Voluntary Sector Development Manager, Wandsworth | **Grade**: PO6 |
| **Section:** Stronger and Safer Communities | **Directorate:** Chief Executive’s Group |
| **Responsible to following manager:**Community and Partnership Manager | **Responsible for following staff:**Voluntary Sector Support Officer, Wandsworth |
| **Post Number:** | **Last review date:** September 2022 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement 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 and 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.
* Manage the Voluntary Sector Development 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.
* 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 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 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.
* 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 Project Officer, 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, including VCS support in Richmond. 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 the Borough of Wandsworth.
* 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 the SSA’s policies, 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 the Council’s duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

* Manages one Project Officer but the team is due to develop further.
* 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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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive**. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**