

# Recruitment Pack

## Funding, Safeguarding and Group Development Officer



EHCVS

*'The team at Ealing CVS are incredibly knowledgeable and always keen to support and connect local groups. Their insight into the ever-changing landscape of third sector funding has been invaluable. It has enabled new groups in Ealing and Hounslow to emerge and established ones to continue supporting the local community'*



**Ealing and  
Hounslow**  
Community Voluntary Service

# About Ealing & Hounslow CVS

Ealing and Hounslow Community Voluntary Service is a registered local charity that has been supporting voluntary and community sector (VCS) groups in Ealing for over 30 years and Hounslow groups since 2012. Find out more about the wide range of practical support services we offer VCS groups.

In this rapidly changing world where our sector continues to face many challenges and take on new opportunities, it is highly appropriate that Ealing and Hounslow CVS has undertaken a process of reviewing and planning for the next three years. Consulting with our stakeholders has been a refreshing process, and has provided us with an opportunity to study how well we delivered our core themes from our latest Business Plan – developing, connecting, representing and innovating with the third sector in Ealing and Hounslow - and to establish new and more relevant themes of work for future delivery.

Ealing and Hounslow CVS is a second-tier organisation that works with local charities and voluntary organisations in Ealing and Hounslow. The overall aim is to provide a professional and effective service to local voluntary organisations through assistance and through forming consortia and bidding for major tranches of funding aimed at improving the lives of the local communities.





# About Us

We are currently a team of 9 with a diverse range of backgrounds and skill sets. To find out [more about us](#) and read more about each member of our team.



You can find out more about [our Trustees here too](#).



# Our Values and Behaviours

## **EHCVS works to FOUR main core values:**

- Supporting local communities and people in Ealing and Hounslow.
- Continuous improvement through open dialogue.
- Empowering local VCS groups, staff and volunteers to enable them to collectively support each other through creating open and friendly working relationships.
- Professionally delivering a prompt and efficient approach to assist and enable VCS groups, volunteers, members and funders and inspire confidence in our abilities.

**Our aim is to support local communities and empower people through providing a professional and efficient service that will assist volunteer and community groups in Ealing and Hounslow to become more effective in serving their local communities.**

It does this through:

- Obtaining funding and building consortium/partnership projects.
- Providing support to local organisations in capacity building.
- Increasing the numbers and effective use of volunteers.
- Providing core services to other similar organisations in Ealing and Hounslow to benefit from economies of scale.
- Offering effective in house project management system to ensure that high quality work is delivered on time and within budget.

# Our Strategic Objectives

Ealing and Hounslow CVS has big plans and to achieve these we recognise that we may need to make changes and consider new ways of working. A core principle of our work has been, and continues to be, partnerships. We want to work with people, organisations and businesses that want to build, inspire, develop and enable our communities and volunteers to make a difference locally.

We expect to work with partners across statutory, private and third sectors and want to build the engagement and involvement that is key to our success. We want to work collectively and to challenge the current ways of working and develop novel solutions to address emerging needs. An important part of the culture at Ealing and Hounslow CVS is listening and we will continue to conduct surveys, host forums, facilitate cross-networking and develop local mechanisms to enable this and to facilitate the sharing of services and information.



# Our Salaries and Benefits

- **25 days annual leave pro rata in addition to bank holidays**
- **A flexible hours scheme**
- **Time off in lieu of additional hours worked**
- **Pension scheme with up to 3% matching employer contribution**

**The postholder will be employed for 28 hours per week.**

The postholder will be entitled to 25 days annual leave pro rata in addition to 8 bank holidays. A flexible hours scheme will operate (subject to the demands of the service) and the postholder will be expected to attend occasional evening and weekend meetings. Time off in lieu of additional hours will be offered for any additional hours worked.

The postholder will be employed on a 12-month fixed-term contract.

The post is subject to a three-month probationary period. EHCVS offers staff access to a stakeholder pension scheme with up to 3% matching employer contribution following successful completion of the probationary period.





# About The Role

## **Funding, Safeguarding and Development Officer**

**Ealing, Greater London**

**Salary Commensurate with the responsibilities of the post**

**28 hours per week, 12 month fixed-term contract**

**Application deadline: 17.00 (GMT), Friday 24<sup>th</sup> September 2021**

### **PURPOSE OF THE POST**

- To give infrastructure support to local voluntary and community sector (VCS) groups and social enterprises to enable them to develop and fundraise.
- The service will work with local groups to assist them to support the communities they serve more effectively. This involves a number of one-to-one meetings with groups at EHCVS premises and outreach activity. On occasion the meetings can be set remotely on-line, emails and by telephone, dependent on the needs and practicalities.
- To promote and support good safeguarding children practice amongst local community and voluntary sector groups. To ensure a strong representation of the local community and voluntary sector and contribute to the work of the Ealing Safeguarding Children Board and the Ealing Children and Young People's Board.

### **MAIN DUTIES AND RESPONSIBILITIES**

- Formulate a detailed work plan for the implementation and promotion of the development and funding advice service and oversee and manage the service within the set outputs, outcomes, and budget.
- To assist VCS organisations with planning and implementing their monitoring, reviewing and evaluation; and support VCS organisations with measuring and communicating impact.
- To provide practical information to local groups on appropriate funding streams and their criteria by reviewing their funding proposals and offering feedback.
- To advise local VCS groups and social enterprises on a range of legal structures, policies, and charity registration issues; and assist in choosing the most appropriate structures and assist with their registration process.
- To plan and ensure implementation of the Training Programmes and its delivery in co-operation with other EHCVS Staff. Where training is outsourced, commission appropriate trainers to deliver relevant training courses in accordance with the training needs identified.
- To develop best practice and aid with; writing business plans; fundraising strategies; quality assurance; policies and procedures; and other organisational development required by organisations.
- To be aware of local and national initiatives and how these relate to local issues and be able to advise and disseminate relevant information to the local VCS.

**The role has specific annual external fundraising targets.**

### **OTHER DUTIES**

- Assist in producing briefings, information, and web material.
- Assist in producing monitoring and evaluation information.
- Assist in developing and organising events.
- Represent Ealing & Hounslow CVS at meetings and events relevant to your project.
- Undertake other related project duties as may be required.
- To work in co-operation with other members of the staff team of EHCVS, attend appropriate internal and external meetings.
- Support EHCVS with other project developments and funding applications to funders.
- To undertake, as identified by EHCVS's Board of Trustees any occasional additional duties commensurate with the responsibilities of the post which may not be purely related to this role.

# About The Role

## **SAFEGUARDING MAIN DUTIES AND RESPONSIBILITIES**

- To support the work of the Ealing Children and Young People's Board and specific subgroups of the Ealing Safeguarding Children Board.
- To co-ordinate the planning and delivery of the triannual voluntary and community sector Children and Young People's Forum.
- To deliver single and multi-agency safeguarding children training.
- Run the safeguarding forum in Ealing and under the Hounslow Voice Network.
- To monitor the dissemination and implementation of the Ealing Community and Voluntary Sector Safeguarding Children Guidance (Yellow Book); To manage periodic Yellow Book reviews.
- To co-ordinate the delivery of the Child Sexual Exploitation awareness raising and training programme.
- To specifically work with local Black, Minority Ethnic and Refugee (BMER) groups to support effective safeguarding children practice.
- To manage safeguarding project communications, including e-newsletters and safeguarding section on the Ealing CVS website.
- To contribute to the work of other relevant groups. e.g., Ealing FGM Steering Group.
- Subject to funding: to co-ordinate the delivery of the safeguarding outreach and support project in Ealing & Hounslow.

## **MONITORING AND EVALUATION**

- To record monitoring information; review progress of current projects on a weekly basis and manage upwards.
- Prepare written evaluation reports for EHCVS, projects and services.
- Support the Funding and Partnerships manager and Development Services Manager with monitoring information collated from service as and when required, Weekly and monthly reporting.

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## **CORPORATE RESPONSIBILITIES**

- To ensure that Equal Opportunities and all other EHCVS organisational policies are actively implemented and adhered to in all areas of your work.
- To work with EHCVS staff and volunteers towards the effective achievement of the organisation's objectives.
- To ensure all volunteers working with you are given appropriate induction and to provide information and support for all volunteers working for EHCVS.

## **MANAGEMENT AND SUPPORT**

The postholder will be employed by Ealing & Hounslow CVS and supervised and managed by the Senior Development Services Manager. The postholder will participate in monthly supervision with their line manager as well as a weekly team meeting and organisation-wide staff meetings. An individual induction and training plan will be agreed on.



# About You

## ESSENTIAL

## DESIRABLE

Education & Qualifications	Demonstrable experience of the fundraising sector and successful fundraising record	
<b>Experience &amp; Abilities</b>	<p>At least 3 years' experience of working with voluntary/community organisations, and social enterprises</p> <p>Understanding of voluntary and community sector 'umbrella' organisations and their support role</p> <p>Experience in identifying the needs of emerging and disadvantaged groups</p> <p>Action planning and supporting groups to achieve goals</p> <p>Writing business plans; fundraising strategies; supporting quality assurance; and adapting policies</p> <p>Setting up steering groups, forums, or networks</p> <p>Experience of developing and implementing successful charity fundraising strategies</p> <p>Experience in monitoring and evaluating</p> <p>Experience of writing successful bids for funding from charitable trusts and foundations, local authorities, and governmental organisations</p> <p>Experience of managing budgets</p> <p>Excellent verbal and written communication skills</p> <p>Excellent organisational and interpersonal skills</p> <p>Close attention to detail at all times – particularly in relation to data management and confidentiality</p> <p>Highly skilled at communicating effectively with a wide range of stakeholders, in person and in writing</p> <p>The ability to think strategically, come up with practical solutions and to juggle a varied workload</p> <p>Understanding of and preparedness to work within the objectives of EHCVS</p> <p>Experience of working with the range of organisations and services</p> <p>Knowledge of organisational development issues within the voluntary sector</p> <p>A knowledge of funding bodies, funding criteria and grant applications</p> <p>A knowledge of monitoring, reviewing, and evaluating projects; and demonstrating impact</p> <p>An understanding of and commitment to equal opportunities policies and a commitment to implementing them in all aspects of the post</p>	<p>Knowledge of the range of organisations services and activities available to support young children and their families</p>
<b>Skills</b> Analytical/ Judgmental  Planning & Organising  Communication	<p>Ability to problem solve and to prioritise competing demands of the role for the benefit of service users</p> <p>An ability to work collaboratively as part of the EHCVS team and with other groups and agencies</p> <p>Ability to speak at meetings, make presentations and write reports</p> <p>Ability to prioritise conflicting work demands</p> <p>Ability to deliver or willingness (with training) to be able to deliver training courses</p> <p>The ability to plan and manage own work and to take initiative to improve wider services on offer</p> <p>Strong organisational skills</p> <p>Proficiency in all Office programmes.</p>	
<b>Personal Qualities</b> Interpersonal skills  Team/Collaborative working  Flexibility	<p>To be able to contribute to team decisions and strategic thinking</p> <p>Ability to work within a team with a range of experience and knowledge of fundraising</p> <p>Willingness to work occasional weekends and evenings</p> <p>Understanding of the Ealing and Hounslow Voluntary Sector</p> <p>Experience of cross sector partnership working and delivering partnership projects</p> <p>Experience of working with the voluntary and community sector</p> <p>Experience of working with the statutory sector; local authority and NHS</p> <p>Willingness to engage in training and development opportunities</p> <p>Knowledge of database management</p>	

# How To Apply

**Please note, this is not a working for home opportunity.**

Application deadline: **17.00 (GMT), Friday 24<sup>th</sup> September 2021**

Interviews will take place during the week beginning **Monday 4<sup>th</sup> October 2021**

To apply, please email the completed [application form](#) and a supporting statement no longer than 1000 words, explaining why you want the role and how you meet the Specification to [irfan@ehcvs.org.uk](mailto:irfan@ehcvs.org.uk)

Please also include two professional references. References will only be contacted if an offer has been made

Please also complete an Equality Monitoring form, which can be downloaded [here](#)

We can only give feedback to candidates who are shortlisted

## **ELIGIBILITY**

Applicants must be eligible to work in the United Kingdom (UK) and provide information regarding the basis of their right to work in the UK with their application



*‘The connection between Ealing and Hounslow CVS and the local community/public sector is incredibly valuable. It is efficient and trusted. There is expertise that is supporting and helping our communities that would be difficult to replicate elsewhere.’*

EHCVS