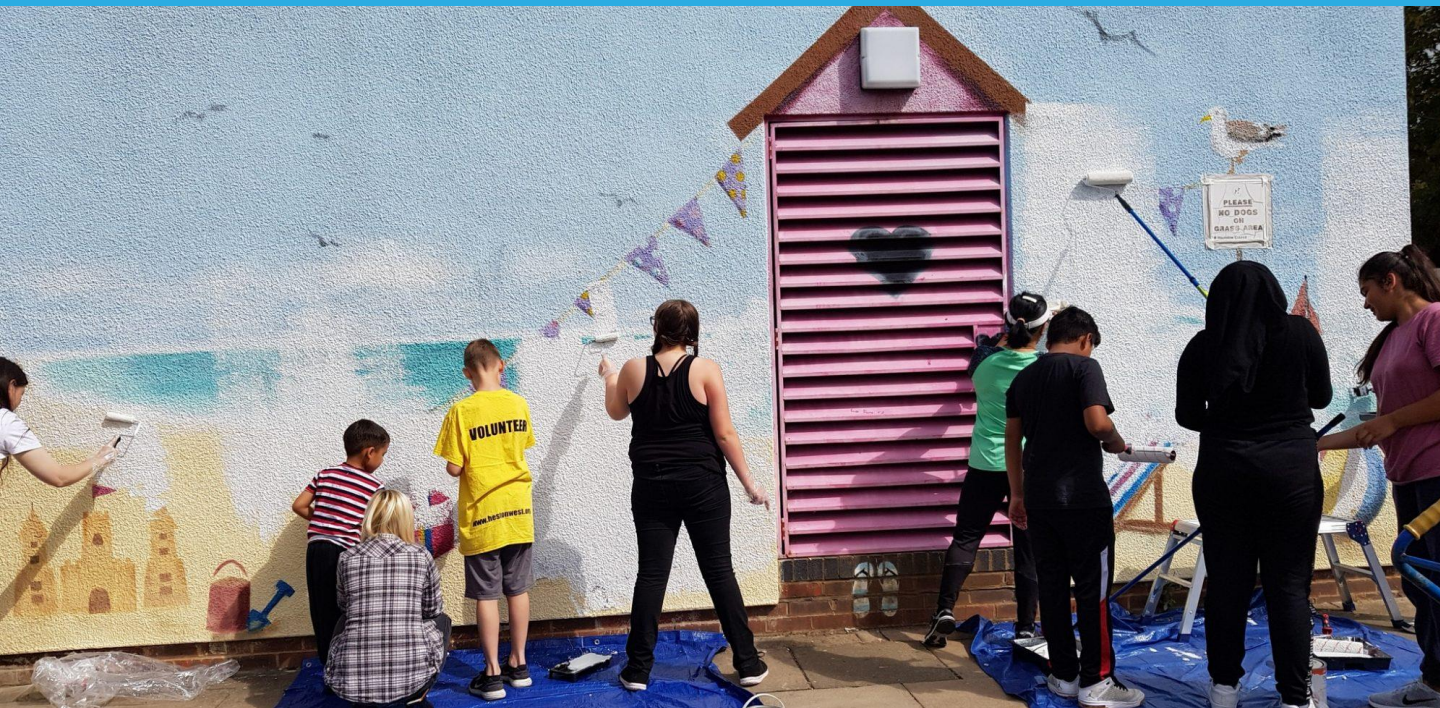


Recruitment Pack

Volunteering & Social Action Co-ordinator



EHCVS

'The team at Ealing and Hounslow 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.

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 10 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 Aims and Values

EHCVS's aim is to deliver an improved quality of life for the less advantaged people in Ealing, Hounslow and surrounding areas. We do this through:

- Assisting local charities and volunteer organisations to operate more effectively.
- Working with partners in undertaking projects.
- Undertaking projects directly.

Our promises to our funders are to:

- Work to achieve the agreed deliverables within the proposed timescales and costs;
- Where problems or concerns may arise to advise the funder at the earliest practical time and to work with them to obtain a mutually satisfactory resolution;
- Where we are working directly with local people to ensure that we obtain adequate feedback on their satisfaction with the service we are offering.

Our promises to our staff are to:

- Help them to work together in a constructive manner to achieve our agreed deliverables;
- Ensure that their progress on projects can be tracked and assistance provided at the earliest opportunity to overcome any problems and concerns that may arise.
- Develop their skills and opportunities to take on different types of work.

Overall it is the aim of EHCVS to be the most efficient and effective provider of these community services in London.

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 21 hours per week and will be entitled to 25 days annual leave pro rata in addition to 8 bank holidays.

A flexible hour's scheme will operate (subject to the demands of the service) and the postholder will be expected to attend occasional evening and weekend meetings including one Saturday per month. Time off in lieu will be offered for any additional hours worked.

The postholder will be employed on a two-year fixed-term contract and is subject to a six-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

Volunteering and Social Action Co-Ordinator

West London

Salary Commensurate with the responsibilities of the post

Part-time, 21 hours per week in the office or local outreach locations, no remote working

Application deadline: 17.00 (GMT), Friday 8 October 2021

Interviews will take place during the week beginning Monday 11 October 2021

PURPOSE OF THE POST

- To promote and support volunteering in Ealing by engaging with local residents interested in volunteering and local groups who need support recruiting and managing volunteers
- To raise the profile of informal, formal and corporate volunteering
- To design, develop and implement social action projects to reflect the needs of the local community throughout the borough
- To work with the Ealing Council's Community Engagement Team on joint initiatives and events to promote the value of volunteering
- To support disadvantaged groups including unemployed, disabled people, ethnic minorities and young people to get involved in volunteering and social action to improve their economic, mental and social wellbeing

MAIN DUTIES AND RESPONSIBILITIES

- To promote volunteering to local residents, VCS groups, the statutory sector and local businesses
- To ensure local residents from hard to reach communities or isolated areas of the borough have access to volunteering opportunities
- To coordinate regular training and events to promote volunteering opportunities and the benefits of volunteering for individuals according to an agreed work plan
- To identify training requirements for groups including best practice on volunteer recruitment and management and trustee recruitment and induction
- To create and promote a Volunteer Passport featuring a training programme and a range of benefits for volunteers
- To assist with securing business sponsorship for volunteering activities, for example, an annual Ealing Volunteer Awards Ceremony
- To support VCS groups and individual residents to design, develop and implement a wide range of social action activities, including campaigns, sponsorship events and volunteering days

About The Role

- To work with the West Ealing Community Library team to fulfil requirements for library volunteer recruitment, training and management
- To ensure that all social action activities are inclusive, including making logistical adjustments to the activity to support the participation of all interested members of the community
- To conduct risk assessments prior to any planned volunteering and social action activity and give briefings to all participants
- To record monitoring information and report progress of current projects on a weekly basis and complete monitoring and evaluation reports for funders
- To be able to work flexibly including one Saturday morning per month and occasional evenings and be willing to travel to Ealing and Hounslow outreach locations as required
- To support the Volunteering and Community Development Manager in developing and maintaining volunteering and social action best practice and strategy

EXPERIENCE AND KNOWLEDGE

- Experience of managing events, training or projects in a paid or voluntary capacity
- Experience in project monitoring and evaluation
- Excellent written and verbal communication skills and social media experience
- Ability to build strong and mutually beneficial working relationships with people from diverse backgrounds and communities
- Good understanding of equal opportunities practices and volunteering best practice
- Excellent planning and organisational skills with an ability to work independently and as part of a team
- Ability to maintain confidentiality of information and knowledge of current data-protection regulations
- Good IT skills with a good working knowledge of all Microsoft Office applications, Wordpress, Mailchimp and database management tools

MANAGEMENT AND SUPPORT

The postholder will be employed by Ealing & Hounslow CVS and supervised and managed by the Volunteering and Community Development 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.

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 ensure all volunteers working with EHCVS are given appropriate induction, training and support

To work with EHCVS staff and volunteers towards the effective achievement of the organisation's objectives, attend appropriate internal and external meetings and undertake any occasional additional duties and projects which may not be purely related to this role

About You

ESSENTIAL

DESIRABLE

Education & Qualifications	Demonstrable experience of the fundraising sector and successful fundraising record	
Experience & Abilities	<p>To be able to contribute to team decisions and strategic thinking</p> <p>Willingness to work weekends and evenings</p> <p>At least 2 years' experience of working with voluntary/community organisations as a volunteer or member of staff</p> <p>Confident communicator who is comfortable delivering training and events online and in person</p> <p>Setting up and managing steering groups, forums, and networks</p> <p>Excellent verbal and written communication skills, with a close attention to detail</p> <p>Excellent organisational and interpersonal skills.</p>	<p>Knowledge of the volunteering and understanding of the Ealing and Hounslow voluntary groups.</p>
Skills Analytical/ Judgmental Planning & Organising Communication	<p>An ability to work collaboratively as part of the EHCVS team and with other groups and agencies</p> <p>Ability to lead meetings, make presentations and write reports</p> <p>Ability to problem solve and to prioritise competing demands of the role for the benefit of service users</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. Proficiency in all Office programmes.</p>	
Personal Qualities Interpersonal skills Team/Collaborative working - Flexibility	<p>To be able to contribute to team decisions and strategic thinking</p> <p>Ability to contribute to team decisions and strategic thinking</p> <p>Willingness to work one Saturday per month and occasional evenings</p> <p>Experience of cross sector partnership working and delivering partnership projects</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 8th October 2021**

This is a front-line role with no option work from home. The post holder will work across West London.

Interviews will take place during the **week beginning Monday 11 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

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

Please include a completed Equal Opportunities 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