



Job Description

Name of Organisation:	Barking and Dagenham Council for Voluntary Services
Job Title:	Development Hub Coordinator (ConnexUS)
Responsible to:	BDCVS Chair
Responsible for:	Volunteers
Working hours:	35 hours per week (full time)
Salary:	£31,972 plus 5% Pension
Annual leave:	28 days
Location:	Barking and Dagenham
Special conditions:	Fixed Term 12 months (extension dependent upon funding, Occasional evening and weekend work, blended working (home-office) available

Introduction

BDCVS is working in partnership as a collective of social infrastructure organisations in Barking and Dagenham that have set in motion an intentional rebuilding of collaboration and partnership in the social sector towards a more equitable model for strengthening neighborhoods and communities.

The Partnership created by BD_Collective, BD Giving, BDCVS, and Barking Enterprise Center (BEC) aims to stimulate new opportunities in the borough, build capacity, grow cross-sector partnerships, and develop new forms of civic engagement by putting community participation in decision-making at the heart of our approach. As a partnership, we believe that the complex issues of poverty, inequality and environmental crisis cannot be solved by one sector of society alone. Collaboration is essential to build trust, and to deliver the systemic changes needed to solve these 'wicked' issues.

Our ambition is to harness the collective financial and non-financial resources of the public, private and VCSE sectors, together with those of local people, to deliver positive effect on people's lives and enable our neighborhoods to emerge from these challenging times stronger together.

The Hub Development Coordinator at BDCVS will work closely and collaboratively with key staff from partner organisations. The work of this post individually and together collectively will work to help manifest the overarching partnership aims above.



You will work closely with our experienced ICT Communications Manager who will develop and oversee the project web portal, social media and digital platform technology needed for ConnexUS activity.

Aims of this Post

- to provide capacity building and development support to new and existing small VCSE organisations (income below £100,000) in Barking and Dagenham who work with and respond to the needs of the most disadvantaged communities hardest hit by Covid 19 (priorities are equality led VCSE, those tackling poverty and Children and Young People organisations)
- improve access and provision for small VCSE by providing high quality information, training and developmental support through the ConnexUS hub through partnership, peer led solutions and working with local businesses and funders to maximise the potential of existing skills, knowledge and capability locally
- ensure smooth development and successful operation of ConnexUS, capacity building activity; achieving its targets in line with the aims of the Project and the partnership
- ensure ConnexUS offers blended delivery using technology and digital tools but recognising when face to face works best
- Help develop creative solutions to support local groups to respond to changing demand and to increase their sustainability
- Develop close collaborative working with staff from partner agencies to share ideas, expertise and resources, to support and challenge each other, and to weave collaboration into the fibre of B&D's VCSE and create the collective wisdom needed for ConnexUS hub and partnership aims to be successful
- help build effective networks and partnerships that can identify and secure funding and other opportunities to increase collective impact as well as ConnexUS impact
- be an ambassador for collaborative approaches to work, relationship building and social change

Main Duties of this post

1. To develop a ConnexUS Gateway so that infrastructure partners can collaboratively improve access to and provision of infrastructure support for VCSE organisations
2. Liaise with the BDCVS ICT Communications manager as regards the ICT, web and digital platform technology to be used for ConnexUS activity.
3. In conjunction with the BDCVS ICT Communications manager lever social media and digital technology developments efficiently and effectively to further ConnexUS activity and its communications role



4. Ensure the successful operation of ConnexUS, VCSE capacity building & development activity, achieving and targets in line with the aims of the project and the partnership
5. Design and carry out individual tailored assessments with small VCSE organisations that focus on what is needed for the development of their organisational capacity in line with individually agreed plans and outcomes
6. Design and manage frameworks to keep in touch, track and monitor achievements, measure outcomes and impact
7. Source, broker and co-ordinate the bespoke organisational support identified from those bespoke individual assessments e.g. business planning, governance, quality assurance, profile raising, funding and bidding/tendering and deliver elements of that support in line with own skills and knowledge (Partners have some commissioned support in place, extensive pro bono links to support this work area)
8. Develop, coordinate and deliver a programme of workshops, training and networked events that complement the individual assessment delivery, ConnexUS' reach and activity scale
9. Work through co-production to scale elements of ConnexUS, enhance its development and delivery as well as complementary projects of our partners
10. Collect data, monitor, analyse and manage it for ConnexUS learning and development
11. Assist with the development of outcome and impact measurement tools for the project
12. Create and update ConnexUS project plans to keep track of work and to keep work on track
13. Establish efficient systems that develop, operationalise and sustain ConnexUS coordination activity and ensure they are periodically reviewed for learning and improvement
14. Routinely promote and publicise the achievements of ConnexUS both BDCVS, its partners, contributors and VCSE beneficiaries
15. Manage a minimum of 30 individual agency bespoke capacity building 'cases' through brokered and direct service delivery towards planned outcomes
16. Produce monitoring reports as required and prepare progress and evaluation report for funder, trustees and other stakeholders.

Other Duties

April 2020
PSJ/IM



17. Maintain and develop familiarity with the landscape of the borough
18. Work successfully with the BDCVS ICT Communications manager and BDCVS Programmes manager and other BDCVS staff in accordance with the needs of ConnexUS including the monitoring of ConnexUS Budgets
19. To participate in BDCVS staff meetings, maintaining a high level of professionalism and contributing skills and knowledge towards best practice for the organisation.
20. To attend supervision and appraisal meetings and other relevant activities.
 - 1.
21. To be administratively self-servicing and work successfully with minimal supervision
 - 2.
22. Contribute to updating the organisation's website, e-bulletins, newsletters and other publications to promote good practice & positive promotion of BDCVS and its work
23. Work flexibly as agreed to meet the demands of the service – this may involve evening and weekend work taking a flexible and adaptable approach due to the nature of community-based work and beneficiaries needs
24. Maintain confidentiality in all matters relating to the work of the organisation and members.
25. Comply with BDCVS's policies and procedures including data protection, safeguarding and Covid risk policies
26. Undertake any other work as maybe reasonably requested.

PERSON SPECIFICATION



The following are the minimum essential criteria (E), which will be used to assess your application form. Please ensure that you cover the criteria in your answers, including all your experience both paid and unpaid.(D) means desirable.

Experience	
2 years of successful experience of developing organisational capacity and capability whether within the VCSE sector or another sector	E
2 years direct experience of organisational and/or community development work	E
Good proficiency in MS office IT programmes such as word, excel, outlook, and a general aptitude for learning new software	E
A good track record of developing and embedding successful partnerships, running workshops and/or events	E
Experience of supporting voluntary, community, enterprise and/or and faith organisations to improve their organisational management and structures	E
Income generation skills including trading and contracting	D
Experience of drafting successful partnership funding applications	D
Experience of organising and facilitating training and development opportunities	E
Direct experience of a range of monitoring and evaluation tools and strategies	D
Experience of researching, collating, analysing and disseminating information to range of audiences	D
Experience of working in a collaborative team setting	E
Skills and Abilities	
Proven and demonstrable project management, planning, organising and coordination skills	E
Ability to work collaboratively with other organisations to deliver partnership projects and in a team setting	E
Experience of using social media, write blogs in a work setting	D
Excellent relationship building, management and networking skills	
Proven analytical and problem-solving skills	
Previous experience in project development and income maximisation	D



Excellent time management skills & ability to remain calm and focused under pressure and deal with competing priorities	E
Ability to work one to one with small VCSE agencies to assess needs, create plans and monitor outcomes	E
Strong communication skills including the ability to communicate assertively, but sensitively with a wide range of people both written and verbal	E
Good interpersonal skills to include good listening and communication skills	E
Ability to lead, motivate and support other members of staff and volunteers	E
Ability to maintain a professional working relationship with staff, clients, volunteers and partner organisations	E
Ability to successfully manage work under own initiative with minimal supervision	E
A commitment to learning and developing new skills and knowledge to enhance project delivery	E
Budget management ability	E
Knowledge and Understanding	
Familiarity with the landscape of the borough	E
An understanding of the personal and social needs of people living in a disadvantaged and multicultural borough	E
An understanding of the skills required to manage a busy and growing charity/business	D
A solid understanding of the VCSE sector and the development challenges for small organisations and community groups	E
Other requirements	
A strong commitment to community-based services	E
To be honest, reliable and flexible	E
Ability and willingness to work flexibly including some evenings and weekends	E
Works well with colleagues in a team, being adaptable, recognizing the need for change	E
Interested in and knowledge of issues relating to discrimination, equality and diversity	D

