



Barking & Dagenham Council for Voluntary Service
Ripple Centre
121-125 Ripple Road
Barking IG11 7FN

Main Number: 020 8532 7300

Email: recruitment@bdcvs.org.uk

www.bdcvs.org.uk

Charity No: 1012737
Company No: 2786597

22 March 2021

Dear Applicant

Thank you for requesting the application pack for the post of **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
Duration: Start as soon as possible – Fixed Term 12 months (extension dependent upon funding,
Location: Barking & Dagenham CVS, Ripple Centre, 121-125 Ripple Road, Barking, IG11 7FN - blended working (home-office) available
Special conditions: Occasional evening and weekend work,

Introduction:

As we emerge from the pandemic we need to strengthen the resilience of VCSE organisations to better respond to needs of the most disadvantaged in our communities. Barking and Dagenham has been identified by London Funders as a "cold" borough. Whilst the economic impact of the pandemic on VCSE, residents and communities has been large, Covid-19 has also unified a borough-wide civic renewal response. Building upon this together with other local infrastructure enablers is a priority.

ConnexUs is a new infrastructure capacity building initiative designed to support BD civil society VCSE organisations with a turnover of less than £100K. The funding is initially for 12 months with a focus on securing further funding for long term sustainability.

BDCVS is working with partners BD_Collective, BD Giving and Barking Enterprise Centre to develop creative solutions to support local groups to increase their sustainability. This post is being advertised alongside posts of other partners. You will be working closely with these newly recruited partner roles.

One gateway will be developed so that infrastructure partners can collaboratively improve access to and provision of infrastructure support for VCSE organisations. Please see our joint partnership recruitment statement and attached job description for more information.

ConnexUs will offer blended delivery using technology and digital tools but recognising when face to face works best. You will work closely with a ICT Communications Manager who will develop and oversee the project web portal, social media and digital platform technology needed for ConnexUS activity.

The post holder:-

- will design and carry out individual tailored assessments with organisations that develop their capacity
- source and co-ordinate the bespoke organisational support identified from those individual assessments and deliver elements of that support
- develop, coordinate and deliver a programme of workshops, training and networked events that complement the individual assessment delivery and create additional reach
- collect data, monitor and manage outcomes and impact, developing measurement tools for this purpose

Funded organisational mentoring resources alongside offers in-kind, pro bono mentoring and training have already been secured by partners but more will be needed. You will broker additional capacity building development opportunities for VCSE agencies. This will include leveraging existing skills, knowledge, and capability locally. The workshops, training and networking events will focus on increasing skills including bid writing, facilitating partnerships for funding applications and skills for successful collaboration. The partners have extensive connections to support this work.

You will have a solid understanding of the VCSE sector and the challenges for small organisations and community groups, at least 2 years of successful experience of developing organisational capacity and capability whether within the VCSE sector or another sector.

You will have strong collaborative, organising and coordination skills, a good track record of developing and embedding successful partnerships, running workshops and/or events.

You will have the energy and drive to seize opportunities for the VCSE sector within the current landscape. You will understand that outcomes are produced by whole systems rather than individuals, organisations or programmes.

In addition to working closely with BDCVS' experienced ICT Communications manager you will also be working as a team with staff from ConnexUs partner organisations. In this way the team can scale elements of their work through co-produce e.g. pool knowledge and share development activity that will enhance both the ConnexUs development and delivery as well as complementary projects of our partners. At BDCVS you will also work alongside and source support from our Programmes Manager and Operations and Business manager (finance lead).

We are currently recruiting to an interim CEO post but in the meantime our experienced Chair will line manager your role. She will ensure that your role sits well within our overall strategy and that you receive the supervision and support pending a smooth transition of line management to the new CEO post.

We would like you to start as soon as possible in June. There is flexibility as to days and times of work and for a blend of remote and physically office working.



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The Job Pack - This pack contains:

- Job Description and Person Specification
- Application Form
- Equal Opportunities monitoring form

Please complete a copy of the application followed by a Supporting Statement of no more than 3 sheets of A4 describing how you are the best person for the job.

The closing date for applications is midnight on 3 June. All completed applications will need to be submitted to recruitment@bdcvs.org.uk. Late applications will not be considered.

If you wish to discuss the role, please contact our Chair of Trustees pip.salvador-jones@bdcvs.org.uk

All enquiries will be treated in confidence and will not prejudice your application.

A shortlisting process will then take place and shortlisted applicants will be invited to interview in w/c 10 June.

We will be shortlisting candidates solely based on how they meet the criteria detailed in the Person Specification, so please ensure that your application and supporting statement address these adequately.

All shortlisted applicants to be interviewed will be requested to do a written test and/or a presentation as part of the interview process.

Due to the large number of applications we usually receive, it is not possible to write to everybody who is not shortlisted. If you have not heard from us within three weeks of the closing date, please assume that your application has not been successful on this occasion. I apologise for this.

Thank you, and good luck with your application! We look forward to hearing from you.