



KENSINGTON AND CHELSEA SOCIAL COUNCIL

JOB DESCRIPTION

JOB TITLE:	Voluntary Sector Development Manager
REPORTING TO:	Director of Operations
BASED:	KCSC's offices, with part-time remote working
HOURS:	35 hours per week
SALARY:	£41,592 full-time
CONTRACT:	Permanent

MAIN PURPOSE OF JOB

- Provide leadership of Kensington and Chelsea Social Council (KCSC's) Voluntary Sector Development team, working with voluntary and community organisations (VCOs) in the borough and ensuring that a range of organisational development activities are delivered in accordance with the mission and objectives of KCSC.
- Provide leadership for K&C Together, KCSC's programme which supports local VCOs to operate in a representative, inclusive and participatory manner, and works with local communities and residents to support their involvement in civil society.
- Lead the Organisational Development team, which consists of three roles: Senior Development Officer, Community Empowerment and Participation Officer and Community Accountant.

KEY TASKS

Organisational Development (OD)

- Develop and manage the OD service in accordance with KCSC's Council contract.
- Manage an effective service for VCOs, delivering a range of services including advice, support and training including project planning, collaborative working, monitoring and evaluation, governance and quality assurance; respond to emerging needs and develop new initiatives as necessary.
- Support/lead the development of partnerships to enable VCOs to deliver joint projects and access funding opportunities.

- Help organisations to identify and access suitable funding sources and provide advice and guidance on how to make successful funding and tendering applications.
- Refer organisations to appropriate specialist support services, such as for the implementation of good human resource and volunteer management systems and practices.
- Review and evaluate the progress of the OD service and continuously seek improvements.
- Manage budgets, reporting and monitoring for the OD service.

Finance Service

- Manage the Finance Service in accordance with KCSC's Council contract and ensure that targets are met.
- Work with the Community Accountant to ensure that the service is embedded into the general OD team and that organisations receive holistic support.

K&C Together

- Working with the Community Empowerment and Participation Officer (CEPO), manage the K&C Together programme in accordance with the funder's contract and ensure that targets are met.
- Support the CEPO and ensure that the programme is embedded into KCSC's overall work, liaising with colleagues across KCSC and other partner organisations as necessary.

KCSC and Sector Development

- Work with colleagues to develop funding proposals for enhanced and new KCSC services and programmes.
- Work with KCSC senior managers and other staff on key aspects of KCSC strategy and operations, to ensure that KCSC's services, systems and processes are well-aligned, work efficiently and meet need.
- Work with relevant staff from statutory bodies and other funders to support their engagement with local VCOs and ensure that funding processes are accessible.
- In the event of urgent local priorities such as food insecurity, refugee crises, pandemics etc., work with colleagues to coordinate the internal response, and the response of the wider sector, as necessary.

Staff Management

- Provide staff management, supervision and support to the team.
- Monitor and evaluate staff performance, ensuring that performance targets and OD objectives are met.
- Provide support to staff in the form of coaching, guidance and access to appropriate training and development opportunities to ensure that they develop within their roles and achieve their potential.

General

- Promote the role of KCSC and support its overall aims and activities.
- Attend networking events, meetings and conferences to increase knowledge and strengthen the influence of KCSC, as required.
- Keep abreast of developments within the public and third sectors, paying particular attention to organisational development policies and good practice.
- Utilise KCSC's website and social media as a tool for communication with stakeholders.
- Respond to general enquiries from service users and the general public.
- At all times, work within KCSC's policies and procedures.
- Receive regular supervision from the line manager for the role and attend training courses as required.
- Work outside of normal office hours on occasional evening or weekends as required.
- Undertake any other duties as requested by the line manager that are commensurate to the post.

See Person Specification on following page

Person Specification

	Essential	Desirable	Verified by
Qualifications/Training			
Degree or equivalent.		√	Application form/ Certificates
Other Skills and Experience			
At least three years' experience of working in a management role.	√		Application form/ Interview
Experience of working in a charitable or similar organisation, or working with voluntary and community organisations.	√		Application form/ Interview
Excellent understanding of charity governance, different legal structures, fundraising and the charity sector.	√		Application form/ Interview
Experience of working in a fundraising, sales/marketing or membership role.	√		Application form/ Interview
Experience of developing and delivering a range of training and learning activities.	√		Application form/ Interview
Competencies/Skills			
ICT - Competent use of Microsoft office, website and CRM systems.	√		Application form/ Interview/Test
Service development and implementation – Ability to develop and manage projects and services, grants and contract frameworks / agreements.	√		Application form/ Interview
Planning – Ability to develop, manage and implement work plans, project plans and programmes.	√		Application form/ Interview
Business development – Ability to identify new opportunities and develop ideas and plans accordingly. Ability to develop business and fundraising plans and submit contract bids.	√		Application form/ Interview
Networking/Partnership – Ability to develop partnerships and collaborations and support staff in doing so. Experience working with a range of external stakeholders.	√		Application form/ Interview
Numeracy/Finance/Analysis - Ability to interpret and understand budgets and accounts and/or data.	√		Application form/ Interview
Team working – Ability to establish team working and team targets, and develop interactions between teams both internally and externally.	√		Application form/ Interview
Staff management – Ability to manage staff and their performance, and to set targets and review these.	√		Application form/ Interview
Leadership – Ability to respond to sector needs, negotiate competing priorities and organisational goals and take responsibility for work areas.	√		Application form/ Interview
Communication (written and verbal) – Ability to communicate complex subjects at all levels both verbally and in writing using a wide range of media, and to influence others.	√		Application form/ Interview
Values and culture – Being self-aware and having a positive influence on values and culture within the organisation.	√		Application form/ Interview