



KENSINGTON AND CHELSEA SOCIAL COUNCIL

JOB DESCRIPTION

JOB TITLE:	Organisational Development Officer
REPORTING TO:	Voluntary Sector Development Manager
HOURS:	Full time - 35 hours per week
SALARY:	£32,637.96
CONTRACT:	Fixed term for 12 months (an extension is possible depending on funding).

Main Purpose of Job:

- To work as part of a Kensington and Chelsea Social Council (KCSC's) Local Voluntary Sector Development Service in the borough of Kensington and Chelsea
- To deliver capacity building advice, guidance and support to local voluntary and community organisations (VCOs) and grassroots groups.

Organisational Development

1. Support/lead the development of partnerships to enable local VCOs to deliver collaborative community projects and access funding opportunities.
2. Work with colleagues, and independently, to provide advice to VCOs on: improving the quality of their community-based services; creating systems which help their organisations to run more effectively; adopt policies which set out good and legal practices; and other matters that help VCOs to become more sustainable and resilient.
3. Help VCOs identify and access suitable funding sources and provide advice and guidance on how to write grant and tender applications.
4. Refer VCOs to appropriate specialist support services, to receive support on issues such as financial management, human resource and volunteer management systems and practices.
5. Support the planning and delivery of a programme of training and learning sessions for the voluntary and community sector in partnership with colleagues. Promote and publicise the sessions to encourage maximum take up.

Networking and Representation

1. Represent KCSC/and or the local voluntary sector at appropriate meetings and forums

2. Co-ordinate and organise forums and network meetings, taking responsibility for liaising with speakers, promoting engagement and taking minutes or chairing as required.

Communication, monitoring and evaluation

1. Maintain records of work carried out, measuring progress against targets, keeping KCSC's database up to date as required.
2. Reflect on the work the department carries out, gathering regular feedback and ideas from VCOs, to help KCSC continuously improve its work.
3. Undertake sector surveys to gather information about the local sector.
4. In partnership with colleagues promote the KCSC capacity building support programme using a variety of communication channels
5. Develop, maintain and distribute news, information and resources related to governance and organisational development

General

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

Person Specification

	Essential	Desirable	Verified by
Qualifications/Training			
Degree or equivalent.		√	Application form/Certificates
Other Skills and Experience			
Experience of working in a charitable or similar organisation, or working with voluntary and community organisations.	√		Application form/Interview
Excellent understanding of charity governance, 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
Experience of one-to-one coaching and development		√	Application form/Interview
Competencies			
ICT - Competent use of Microsoft office, website and database.	√		Application form/Interview/Test
Planning – Plan ahead. Develop and implement action plans.	√		Application form/Interview
Business development - Identify organisational development needs. Identify new opportunities within own area of work.	√		Application form/Interview
Networking/Partnership – Organise and facilitate networks and partnerships.	√		Application form/Interview
Communication (written and verbal) - Produce and deliver training. Pass on and develop knowledge and skills to others. Write reports. Communicate complex information simply and effectively to others	√		Application form/Interview
Values and culture – Have a positive influence on culture and values within the organisation	√		Application form/Interview