KENSINGTON AND CHELSEA SOCIAL COUNCIL

JOB DESCRIPTION

JOB TITLE:	**Voluntary Sector Development Manager**
REPORTING TO:	Director of Services and Operations
HOURS:	35 hours per week
SALARY:	£35,229
CONTRACT:	Fixed term 12 months (Maternity Cover)

Main Purpose of Job

To provide leadership of Kensington and Chelsea Social Council (KCSC's) Sector Development service for the voluntary and community sector in the borough of Kensington and Chelsea, ensuring that a range of organisational development activities are delivered in accordance with the mission and objectives of KCSC.

Organisational Development (OD)

- Develop and manage the OD service in response to the needs of the local voluntary and community sector and develop new initiatives as necessary.
- Work with relevant staff from statutory bodies and other funders to support their engagement with local Voluntary and Community Organisations (VCOs) and ensure that funding processes are accessible.
- Support/lead the development of partnerships to enable VCOs to deliver joint projects and access funding opportunities.
- Manage an effective service for VCO's, working with the Development Officer to deliver: organisational development checks with action plans; advice, support and training including project planning, collaborative working, monitoring and evaluation, governance and quality assurance.
- Help organisations 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 financial management, 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 area.

Staff Management

- Provide staff management, supervision and support to the Development Officer and any other direct reports.
- Monitor and evaluate staff performance, ensuring that performance targets and OD's 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.

KCSC Development

- Work with colleagues to develop funding proposals for continuous delivery of services and for new services.
- Support KCSC staff in their skills development by sharing knowledge of OD.

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 the Social Council'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.

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See below for Person Specification

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, 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			
ICT - Competent use of Microsoft office, website and database.	√		Application form/ Interview/Test
Project/Service development and implementation – Develop and manage: projects and services; grants and contract frameworks and agreements. Develop and implement project ideas.	√		Application form/ Interview
Planning – Develop, manage and implement work plans, project plans and programmes.	√		Application form/ Interview
Business development - Identify new opportunities and develop ideas and plans accordingly. Develop business and fundraising plans and submit contract bids.	√		Application form/ Interview
Networking/Partnership – Develop partnerships and collaborations and support staff in doing so. Work with a range of external stakeholders.	√		Application form/ Interview
Numeracy/Finance/Analysis - Interpret and understand budgets and accounts and/or data.	√		Application form/ Interview
Team working - Develop team working and team targets. Develop interactions between teams both internally and externally.	√		Application form/ Interview
Staff management - Manage staff and their performance. Set targets and review these.	√		Application form/ Interview
Leadership - Respond to sector needs. Negotiate competing priorities and organisational goals and take responsibility for work areas.	√		Application form/ Interview
Communication (written and verbal) – Communicate complex subjects at all levels both verbally and in writing using a wide range of media. Be able to influence others.	√		Application form/ Interview
Values and culture – Be self-aware and have a positive influence on values and culture within the organisation.	√		Application form/ Interview