



Title	VCSE (Voluntary, Community and Social Enterprise) Sector Development Manager
Hours	35 hours per week
Salary	£42,500 + 5% pension contribution
Remit	Member of the Leadership Team
Place	Kingston upon Thames with some hybrid working
Direct reports:	Funding and Organisation Development Officer (to be recruited), Project Support Officer, Communications Manager

## **THE ROLE**

Reporting to the Chief Executive and working collaboratively as part of the Leadership Team to deliver the Infrastructure Support Contract awarded by the Royal Borough of Kingston upon Thames. The Contract calls for the establishment and development of an ambitious and innovative capacity building programme for the VCSE sector in the borough.

## **RESPONSIBILITIES**

### **VCSE Sector Development**

To design an effective Organisation Development framework in line with the terms of the RBK Contract to deliver guidance and support for local VCOs. To ensure that the service remains in line with the contractual targets and is delivered on time and on budget. To work with external partners, such as Kingston University; Kingston Chamber of Commerce and private providers locally to create solutions and increase

availability and uptake of the organisation development offering. The framework will include hands-on delivery of:

- Funding support, including grants and contracts, to ensure that organisations successfully bring external funds into the borough on their own and in partnership with others;
- Setting up and developing organisations, including governance, legal structures, systems and evaluation;
- Development of resources, training provision and new initiatives to meet the business needs of Kingston organisations;
- Ensuring relevant local, regional and national information reaches the VCSE sector in Kingston.

### **Growth and sustainability of KVA Development Services**

To develop existing and identify new, free and paid for services and resources provided by KVA and set targets for income growth. Work with the KVA Communications Manager to ensure utilisation of a range of mediums to communicate and promote the benefits of KVA Organisation Development Services. Responsibilities include:

- Finance and budgets;
- Management of three staff work plans, team support and appraisals;
- Alignment with other services at KVA;
- Ensuring service is delivered in accordance with KVA's vision, mission and values and remains fully compliant with all relevant regulations and good practice.

As part of the Leadership Team to contribute to the governance and management of KVA to identify any potential risks to the service budget, deficits and need for additional resources. Support the CEO and Deputy CEO with producing timely and accurate reports to the Board of Trustees and commissioners and contribute to the production of the Annual Report to stakeholders, demonstrating the impact and achievements of KVA. To actively promote KVA, work supportively with colleagues and contribute to cross-organisation initiatives including bids/funding proposals, quality mark accreditation and other projects.

**Additional requirements:** Attendance at occasional evening and weekend meetings/events will be required.

**This job description will be subject to regular review and adjustments.**

## **PERSON SPECIFICATION**

### **VCSE Sector Development Manager**

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>EDUCATION</b>		
Degree level or equivalent	X	
A recognised qualification in business development, fundraising or project management		X
<b>EXPERIENCE</b>		
At least 3 years' experience of working in a management role, including design, delivery, monitoring, and evaluation of projects	X	
Experience of working in a similar role and track record of developing and delivering effective capacity building projects for the VCSE sector	X	
Proven track record of writing successful funding applications and generating income from a range of fundraising sources	X	
Experience of setting up steering groups, forums, networks and consortia and encouraging them to jointly apply for funding	X	
<b>Skills and Abilities</b>		
Staff management and motivation	X	
Presentation skills and the ability to share and disseminate knowledge and learning in a range of different settings including chairing and facilitating meetings	X	
Excellent networking skills and the ability to negotiate with, influence and develop relationships with a wide range of diverse stakeholders	X	

Ability to identify new opportunities and develop ideas and plans accordingly.	X	
Understanding of equal opportunities and diversity and how this relates to best practice in capacity and community development	X	
<b>Knowledge</b>		
Good understanding of the opportunities and challenges currently facing VCSE sector organisations, the statutory sector, other stakeholders and local communities	X	
Knowledge of public sector commissioning, grant making trusts, corporate fundraising and other, innovative means of income generation	X	
A good understanding of charity governance, different legal structures and best practice for VCSE organisations	X	