

**Job Description**

##### **Job Title:**   Voluntary and Community Sector Support Officer

**Responsible to:**  Deputy Chief Officer

 **Strategic relationships:** VCSE organisations, Senior Managers and partners**.**

**Hours of work:**  Full time or Part time hours (minimum 22 hours a week)

**Purpose of the Post:** To support the voluntary, community and social enterprise organisations within the city with governance questions, appropriate legal status and development of legal documents and constitutions. You will build positive relationships and trust with both organisations and underrepresented communities within Portsmouth and ensure information flow on key issues seeking opportunities to build connections, help them grow, create solutions to challenges, champion collaboration, learning and sharing within the sector.

**Salary:** £30,000 **pro rata**

**This post is subject to a satisfactory DBS check at a basic level.**

**Duties and responsibilities**

1. **Sector Support**
* To support the voluntary and community sector in Portsmouth responding to requests to support with governance issues, legal status and setting up appropriate legal documents and constitutions.
* To build awareness of the activities of the sector and identify gaps in provision.
* To horizon scan potential opportunities for sector organisations.
* To ensure the development of the digital resource library.
* To update website pages, links and events ensuring they are relevant and up to date.
* To promote funding and development opportunities to the VCSE sector.
* To identify appropriate stakeholders for longer term support for the VCSE sector.
* To support the governance development in new and existing organisations.
* To facilitate partnerships between VCSE organisations and wider partners.
1. **Sector Engagement**
* To engage with the sector and community-based providers in Portsmouth and ensure HIVE has a good understanding of the provision of services across the city.
* To develop new, and engage with existing, networks in the sector and in the city.
* To act as a champion of the sector organisations.
* To exchange information with other VCSE umbrella groups on a regional and national basis
* To facilitate conversations with diverse communities across the city as required.
* To coordinate and ensure publication of the State of the Sector report as required.
1. **Lottery**
* To contribute to the administration of the Portsmouth Community Lottery as required, ensuring that application rounds are scheduled, advertised to the VCSE and applications available to the panel.
* To support the panel decision making process ensuring all decisions and requests for further information are followed up.
* To ensure that the grant awarding process is followed and documented appropriately before release of funds to VCSE partners.
* To encourage participation from the VCSE partners to become good causes, maximise ticket sales and apply to the lottery grant funding rounds.
1. **HIVE Hubs**
* To promote the Co-Working Hubs and meeting spaces to sector organisations and encouraging their increased usage.
* To deliver a programme of development sessions to the VCSE as part of the HUBS offer.
* To collect feedback from sector organisations usage of the HUBS to demonstrate impact and value.
* To identify and support the submission of future funding bids for the HUBS.
1. **Administration**
* To produce clear project plans with identified outcomes and timescales for reporting purposes.
* To ensure relevant data/information is maintained within the CRM in order to support the sector and inform development.
* To produce updates and reports for the SMT as required.
* To develop and maintain an online library of resources for the VCSE sector.
* To monitor the sector support email inbox and respond as required.
* To appropriately maintain records, decisions, agreed actions to ensure that actions are completed and reported.
1. **Health and Safety**
* To maintain appropriate accident records and reports as required.
* To complete risk assessments for all events as required.
* To maintain accurate health and safety records as required.
1. **General**
* To carry out all tasks and duties that may be assigned by Hive Portsmouth.
* To supervise staff as may be required.
* To comply with all policies, procedures and governing documents.
* To maintain all systems in line with the General Data Protection Regulation (GDPR) and all relevant data protection legislation.
* To work proactively to ensure environmental sustainability of all operations.
* To work in effective collaboration with all staff of the Hive Portsmouth embracing a ‘one team culture’.
* To attend all relevant meetings, preparing papers and reports as and when required.
* To provide cover for the helpdesk and helpline as and when required.
* To work with the team to provide appropriate promotion of HIVE at community events and conferences.
* To deal with feedback, whether positive or negative, in a courteous, efficient and timely manner.
* To portray a positive image, both internally and externally of Hive Portsmouth by displaying high standards of service, integrity, punctuality, politeness and professionalism.

HIVE Portsmouth brings people together to build a happier, healthier and more connected city.

HIVE Portsmouth is a registered charity in England and Wales (1189067) and a company limited by guarantee registered in England and Wales (12064936)