



## Job Description

<b>Job Title:</b>	Voluntary and Community Sector Development Lead
<b>Responsible to:</b>	Chief Officer
<b>Strategic relationships:</b>	VCSE organisations, Senior Managers and strategic partners.
<b>Hours of work:</b>	Full Time 37 hours a week (30 hours will be considered)
<b>Purpose of the Post:</b>	To support the development of the VCSE sector and organisations within the city, engaging with organisations at a local level to help them grow, create solutions to challenges, build local connections, champion collaboration, learning and sharing within the sector. You will build trust with underrepresented communities and ensure information flow on key issues and opportunities.
<b>Salary:</b>	£35,000 (pro rata)

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

## Duties and responsibilities

### 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 coordinate the work of the team to meet the targets and objectives.
- To produce updates and reports for the SMT and HIVE Trustee Board with clear progress against targets 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 within the team and partners to ensure that actions are completed and reported.

## **2. Sector Engagement**

- To engage with the VCSE 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 facilitate VCSE engagement with Alliances and encouraging networking and connections across the city.
- To act as a champion of the VCSE 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.

## **3. Sector Support**

- To build awareness of the activities of the sector and identify gaps in provision.
- To horizon scan potential opportunities for VCSE sector organisations
- To engage with the VCSE sector in Portsmouth and respond to requests for support.
- To manage the development of the digital resource library.
- To oversee the monitoring and updating of 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

## **4. Lottery Management**

- To oversee the administration of the Portsmouth Community Lottery ensuring that application rounds are scheduled, advertised to the VCSE and applications summarised for the panel.
- To oversee schedule panel dates and ensure all information is available to the panel in advance of 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.

## **5. Alliance Development**

- To support the strategic development of and functioning of a network of VCSE Alliances as required.
- To facilitate Alliance agreement on priorities and jointly explore how community needs may be met.
- To support the flow of information to and from alliances to support the influence and advocacy of the sector on decisions locally, regionally and nationally.
- To support the engagement of VCSE organisations and alliances with research, insight and impact measurement.
- To support the strategic development of Community Hubs in partnership with communities, VCSE Partners and statutory colleagues.

## **6. HIVE Hubs**

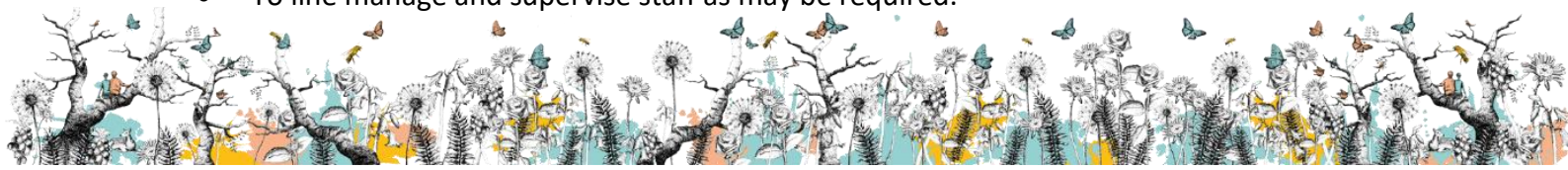
- To promote the Co-Working Hubs and meeting spaces to VCSE Partners encouraging their increased usage with VCSE partners.
- To develop and deliver a programme of development sessions to the VCSE as part of the HUBS offer.
- To collect feedback from VCSE usage of the HUBS to demonstrate impact and value.
- To identify and support the submission of future funding opportunities for the HUBS.

## **7. Health and Safety**

- To ensure routine health and safety checks are completed and documented accurately across premises as required.
- 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.

## **8. General**

- To carry out all tasks and duties that may be assigned by Hive Portsmouth.
- To line manage and 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)

