

Bolton CVS



10GM

A joint venture to
support the local VCSE
in the ten boroughs of
Greater Manchester

GMCA

GREATER
MANCHESTER
COMBINED
AUTHORITY

ANDY BURNHAM
MAYOR OF
GREATER
MANCHESTER

Recruitment Pack



This role is being recruited on behalf of 10GM and the Greater Manchester Combined Authority (GMCA) Violence Reduction Unit.

Role:

Greater Manchester VCSE Sector Violence Reduction Strategic Lead (Senior).

January 2019

Thank you for expressing an interest in the **Greater Manchester VCSE Sector Violence Reduction Strategic Lead (Senior)** role that we're currently recruiting on behalf of 10GM. This information pack includes the key information about the organisation, the role and contact details for more information.

A message from the Chief Executive:

Bolton CVS is an organisation that exists to deliver support and services to Bolton's voluntary and community sector. We help charities and voluntary groups in everything from identifying funding to recruiting volunteers and even finding premises. If we don't do it or we can't help, then we find the people that can. This post is being recruited on behalf of 10GM and Bolton CVS will be the employing organisation.

As Chief Executive, it's clear to me that we need to evolve and change to meet the needs of people and communities in Bolton. I'm excited that we're recruiting a **Violence Reduction Strategic Lead** to support strong community led interventions on behalf of 10GM. All I can guarantee is that no two days will ever be the same. It's a great time to join us. It's a flexible place to work and you'll need to be flexible for the people and communities that we exist to support, so over to you.

I wish you the best of luck in your application.

Darren.

Darren Knight (Chief Executive).

What we do and our mission, vision and values

Bolton CVS provide tailored, intensive and quality accredited support to the voluntary and community sector in Bolton. We have an established and nationally accredited volunteering services offer, an amazing array of grants and investments programmes and offer policy, engagement and research support services. We champion the role and need for charities and community organisations and share this information through our communications, our forums, workshops, events and through our one to one support with groups, organisations and communities.

Our mission is: *'Working together to develop a diverse, strong and effective voluntary and community sector in Bolton.'*

Our vision is: *'A sufficiently resourced and sustainable voluntary and community sector which successfully meets the diverse and changing needs of the people in Bolton.'*

The values that underpin our work are:

Fairness; our value of 'Fairness' is about being inclusive through celebrating diversity, promoting equality and accessibility in our work. We blend this with a commitment to working in partnership, supporting others and sharing our thoughts to stimulate and enable change.

Friendliness; our value of 'Friendliness' is about being open and transparent and this highlights our organisation's ability to look at the bigger picture, open the door to others, share our information, our skills, our experience and resources to strengthen communities in Bolton.

Flexibility; our value of 'flexibility' is about our ability to reflect, review and respond based on feedback, evaluation and influence. As an organisation we will adapt to change with the confidence and organisational structure to maintain stability for ourselves and the sector in Bolton.

How we operate

Bolton CVS recognises that in order for a voluntary and community sector to thrive, it must be connected, supported and engaged. Everything we do focusses on our key strategic priorities of 'building strength' and 'building capacity' in Bolton's voluntary and community sector and is underpinned through our four strategic objectives:

1. Promoting quality and equality in Bolton.
2. Building capacity and strength in Bolton.
3. Influencing change in Bolton.
4. Preparing for the future in Bolton.

At 1st April 2019, Bolton CVS has 26 employees and 35 active volunteers, supporting our work across all activities and programmes. Bolton CVS is governed by a Board of 10 Trustees, who donate their time to provide strategic leadership for the organisation and assess financial and operational performance.

The work and activity of Bolton CVS is distributed across 5 operational teams with the following areas of focus:

- Venues and Facilities
- Communications and Events
- Finance and Funding
- Strategic Health and Wellbeing
- Voluntary, Community Social Enterprise Sector (VCSE) Capacity Building

10GM:

Bolton CVS are recruiting to this role on behalf of 10GM. 10GM is the collaboration of local infrastructure organisations from across Greater Manchester. This role will be accountable to 10GM through the Chief Executive of Bolton CVS.

Greater Manchester Combined Authority:

This post is funded by the Greater Manchester Combined Authority (GMCA). The post holder will actively engage and be present in the Violence Reduction Unit at GMCA.

The role:

This role will be predominantly working out and about across 5 identified localities across Greater Manchester, with Bolton CVS as a base and also working within Greater Manchester Combined Authority's (GMCA) Violence Reduction Unit.

Who we're looking for?

- We are looking for someone who understands the violence reduction agenda and has experience of working both at the grass-roots level and is able to work with strategic decision makers.
- You will be confident and competent at co-design and involving people in developing new concepts and supporting the design of community projects, particularly working with marginalised communities.
- You will be confident at working alone and able to support voluntary, community and social enterprise (VCSE) sector organisations in the community and manage multiple projects, plans and budgets in order to achieve agreed outcomes.

What you'll be doing?

The post holder will be responsible for maximising the contribution of the voluntary, community and social enterprise (VCSE) sector in leading a series of place-based responses to violence affecting young people in those areas most in need of help and in achieving better outcomes for residents in those communities.

What you'll need if you're applying for this job?

- ➔ You will have experience of working with the voluntary and community sector and experience of co-design and community development approaches.
- ➔ You will have experience of providing a range of organisational development support to VCSE organisations including community groups, charities and social enterprises.
- ➔ You will need to have a flexible approach to work including working in community settings and at evenings and weekends in order to engage with groups and volunteers.
- ➔ You will need to be motivated and able to work on your own initiative and be comfortable working from multiple locations with different organisations and teams.
- ➔ You'll need to get to know a wide range of partners, organisations and local communities and maintain those relationships.
- ➔ You'll have an understanding of violence reduction and associated policy.

Role description – Violence Reduction Strategic Lead (Senior).

Salary scale:	NJC 32 – £34,788.
Hours:	35 hours – 1 FTE (Full time equivalent).
Responsible to:	Chief Executive.
Responsible for:	Not applicable.
Contract:	12 months fixed-term (possibility for extension).

Role summary

The post will be responsible for maximising the contribution of the voluntary, community and social enterprise (VCSE) sector in leading a series of place-based responses to violence affecting young people in those areas most in need of help and in achieving better outcomes for residents in those communities.

Core objectives

The core objectives of this post are as follows:

1. Deliver a co-design programme around violence reduction in 5 locations across Greater Manchester.
2. Connect VCSE sector partnerships to funding to deliver project activity and support them in project and budget management.
3. Act as a link between the VCSE sector to the Violence Reduction Unit in GMCA, developing relationships with a range of stakeholders.
4. Collate community-led intelligence to inform strategic decision making.
5. Ensure that learning from the programme is shared with partners to develop stronger cross-sector relationships.

Main responsibilities

- Act as convening lead for the pilot programme of five place-based responses, particularly to:
 - Ensure truly community-led, co-design approaches are implemented to bridge the gap to the VCSE sector.
 - Review existing arrangements and VCSE involvement.
 - Agree with partners where collaboration, especially with VCSE relationships and offers, can be strengthened.
 - Prioritise VCSE leadership in system change with appropriate checks and challenges.
- Establish core group of VCSE and public sector partners to develop a detailed action plan.
- Utilise 10GM led locality models for VCSE reach, collaboration and influence and 10GM locality expertise to broaden knowledge and capabilities.
- Support targeted investment into grassroots solutions through practical and proportionate processes.
- Coordinate investment activity to enable VCSE networking and learning.
- Support involvement of the wider VCSE sector particularly liaising with GM VCSE representatives.
- Review existing VCSE integration into place-based arrangements.
- Facilitate collaboration opportunities and relationship building across all sectors.
- Act as the VCSE initial point of contact and liaison for the GM Violence Reduction Unit (VRU).
 - Liaise with other VRUs to research, capture and share examples of place-based best practice.

- Strengthen relationships with Education, Health and Social Care partners already involved in VRU.
- Organise regular workforce networking, learning, feedback and engagement events.
 - Provide/broker appropriate workforce capacity building for VCSE partners.
- Ensure effective communications about this work.
- Develop and report against an agreed outcomes framework on a quarterly basis.
- Demonstrate social value and liaise with MMU as evaluation partners.

Other duties

To keep informed of relevant developments and best practice in relation to the work of the Violence Reduction Unit work and the local operating environments.

To work to challenge all forms of discrimination, and to ensure that the principles of equal opportunities and social justice are implemented in all work undertaken on behalf of the Violence Reduction Unit. To promote this to other organisations we work with and to help combat discrimination, disadvantage and poverty in the 5 place-based areas.

To carry out the above duties, and any other duties commensurate with the responsibilities of the post which may reasonably be required, in a manner which actively supports and promotes Violence Reduction Unit's aims and policies.

To be responsible for own health and safety and that of colleagues, in accordance with the Health and Safety at Work Act and other relevant policies, including reporting any health and safety hazard immediately it becomes apparent. To manage personal, project and other risks in line with organisational processes.

To work in accordance with the Data Protection Act, GDPR and to ensure all Data Protection issues are reported to VRU.

To take responsibility for individual administration, delegating where necessary.

To attend Team Meetings, events and to undertake mandatory training.

To perform any other duties commensurate with these responsibilities, the needs of the organisation, the grade of the post and skills and qualifications of the post-holder.

This job description is intended as an outline of the general areas of activity and responsibility for the post holder and may be amended in light of the changing needs of Bolton CVS.

Person Specification – Violence Reduction Strategic Lead (Senior).	
Salary scale:	NJC 32 – £34,788.
Hours:	35 hours – 1 FTE (Full time equivalent).
Responsible to:	Chief Executive.
Responsible for:	Not applicable.
Contract:	12 months fixed-term (possibility for extension).

Application	A	Test	T	Presentation	P	Interview	I
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Skills	
Able to translate complex policy information into simple and accessible information.	A
High level interpersonal skills including networking, negotiation, presentation skills and policy and political awareness.	A/I
Able to translate simple and anecdotal information in a coherent way to a strategic audience.	A/I/T
Ability to communicate, engage, consult and work effectively with people from a diverse range of backgrounds.	I
Able to plan and manage budgets, with strong analytical and problem solving skills.	A
Ability to provide up to date, accurate and detailed information in reports and presentations which is accessible to a wide range of users and recipients.	A
Able to fully utilise Outlook, MS Word, MS Excel and MS PowerPoint.	A
Ability to manage own time effectively and work to tight deadlines.	A

Knowledge	
Knowledge and understanding of the VCSE sector and how it operates.	A/I
An understanding of violence reduction in a community context.	A/I
Knowledge of the practical application of co-design across complex issues.	A/I

Experience	
A proven track record of planning and delivering highly effective community engagement and outreach activities.	I
Experience of designing workshops and activities for a range of stakeholders.	A
Experience of leading engagement work, particularly within diverse and marginalised communities.	I
Experience of managing multiple projects and priorities.	A/I
Experience of developing key policy messages for a range of audiences.	A/I
Experience of working with diverse communities to tackle complex social issues.	A/I

Qualifications and behaviours	
A belief and a commitment towards Bolton CVS's mission, vision and values.	A/I
Able to work flexibly – including regular evenings and weekends.	A/I
Willingness and ability to undertake frequent travel throughout Bolton (and beyond) where required.	A/I
A commitment to equality, inclusion, positively promoting diversity and challenging inequality.	A/I
A commitment to your own personal training and development.	A/I

Recruitment information	
Post	Violence Reduction Strategic Lead (Senior).
Closing date	26 th February 2020.
Contact for informal discussion	Darren Knight (darren@boltoncvs.org.uk) or telephone 01204 546 010.
Interview dates	TBC.
<p>If you have any further questions about this role, you can contact recruitment@boltoncvs.org.uk or telephone us on 01204 546 010.</p> <p>Please email your completed application form to recruitment@boltoncvs.org.uk</p>	

Bolton CVS



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