



**Community
Action
Isle of Wight**
at the Riverside

Job Title	Voluntary Sector Support Officer
Salary	£12,162
Contact Type	2 year fixed term Part time (18 hours per week) This role requires flexibility and occasional evening and weekend work may be required
Start Date	As soon as possible
Line managed by	Voluntary Sector Support Manager

Overview

Community Action Isle of Wight is a dynamic, creative charity that fosters collaboration and cooperation across the voluntary sector through our activities including, being the voluntary sector support body on the Island, providing the Island's volunteer centre, managing the largest community centre and hub on the Island providing office space and meeting space for many not for profit organisations. We are partners in Healthwatch IW, deliver a variety of projects/services and work closely with the Isle of Wight Council and NHS bodies locally.

This role will be varied and it is essential that you have a positive outlook, work well in a team, can multi-task and adapt to changing demands. You will work on a variety of projects, which may change over time: Initially this will include:

- Supporting the organisational development of local VCSE organisations, with a current particular focus around the use of digital technology.
- Supporting the delivery of the Volunteer Centre Service, helping individuals to find volunteering opportunities and helping groups to recruit and manage volunteers.
- Supporting partnership working and engagement both within the sector, with the local authority and local NHS bodies and with the local Healthwatch service, which seeks to identify and monitor local issues around the delivery of health and social care services.

JOB PURPOSE

To proactively contribute to the work of Community Action IW in supporting Voluntary, Community and Social Enterprise (VCSE) to thrive on the Isle of Wight.

General Responsibilities

- Manage a personal workload and plan
- Take responsibility for leading on specific projects or topics, including but not limited to Digital Skills project.
- Prepare occasional reports as directed by the CEO or your line manager
- Support the work of the Community Action IW team
- Produce information updates for publication on our website and distribution via our e-newsletter

Supporting Volunteers & Volunteer Involving Organisations

- Support volunteers to register and find placements
- Work with volunteer involving organisations to identify, develop, record and advertise volunteering opportunities
- Work with organisations to ensure they are able to deliver well managed and supported volunteering opportunities
- Maintain the Volunteer Centre data base
- Contribute or lead on all aspects of running Volunteer Fayres

Supporting the Voluntary, Community and Social Enterprises

- Contribute to the development of projects, plans, new service developments in collaboration with community groups, strategic partners, individuals and the wider community
- Actively contribute to improved partnership working between VCSEs and the public sector
- Equip, support and train individuals and groups with digital skills
- Work with VCSE organisations to identify barriers to growth and sustainability, and to build capacity
- Identify the support that can be delivered to improve organisation's sustainability and capacity to deliver and grow
- Promote the principles of co-production and community engagement
- Identify and promote funding initiatives and opportunities, support to complete funding applications
- Promote and assist with delivering all aspects of good governance across the VCSE sector
- Encouraging and developing community capacity and resilience
- Identify and promote opportunities to develop new community solutions and appropriate organisations
- Contribute to the delivery and administration of training, internal and external
- Promote and administer the annual Community Action Awards
- Provide administrative support to VCSE forums and occasional meetings

In addition:

- Be consciously mindful in all activities of the need for equality of access, and take positive steps to ensure equalities expectations are met and exceeded.

Person specification

Experience		
	Minimum of 2 years experience in community work, either in a paid or voluntary position	E
	Experience of working with volunteers	E
	Experience of managing volunteers	D
	Experience of working and/or engaging with a range of audiences e.g. community groups, volunteers, Town and Parish Councilors, statutory services providers.	E
	Experience of public consultation	D
	Project management experience	D
	Practical experience of delivering funded projects	D
	Driving license and consistent access to a car	E
Skills and Abilities		
	A high level of interpersonal skills	E
	Excellent digital skills to include Microsoft Office packages, Zoom, Teams and Skype	E
	Graphic and website design	D
	Excellent communication skills, both written and oral	E
	Ability to work co-operatively in a team to achieve prescribed objectives	E
	Ability to listen and to communicate effectively	E
	Ability to work both in a team and independently	E
	Ability to teach or train others	D
Knowledge and Understanding		
	Knowledge of community development principles how to apply them	E
	Committed to safeguarding for all	E