



## Job Description

- Job Title:** BPRCVS Group Support & Trainer
- Based at:** Burnley, Pendle & Rossendale CVS
- Responsible to:** Operations Manager - ultimately to Chief Officer and Trustees.
- Job Purpose:** You will work with project staff and the wider CVS staff team across existing CVS projects, to raise the profile and enhance the quantity and quality of support for groups who involve volunteers or who are led by volunteers.
- You will:
- Deliver workshops and training sessions for small groups and volunteers
  - Develop training plan for small groups and volunteers
  - Support small groups in their day to day governance and procedures
  - Support small groups to apply for funding and through the monitoring and evaluation process for various funding streams, both those administered by BPRCVS and those funding streams which BPRCVS does not administrate.
  - Provide advice, information and support regarding funding opportunities for small groups
  - Work collaboratively with other BPRCVS staff to ensure delivery of funded projects
  - Contribute to reports for funders
- Salary:** £28017 FTE (37 hours per week) pro rata
- Post Status:** 12 months initially (subject to ongoing funding)
- Hours:** 15 - 20 hours per week, over 2/3 days, flexibly applied in accordance with the needs of the organisation

### Key Duties and Responsibilities:

- To work with the wider BPRCVS team to provide group support for VIOs (volunteer involving organisations) to assist with their growth and development to build capacity.
- To work with management to implement protocols/procedures.
- To work with project staff and senior management to plan group support.
- To coordinate and deliver of a comprehensive package of training for small groups and volunteers.
- To coordinate external training for small groups and volunteers.



- To take responsibility for ensuring that small groups are supported and their training/learning needs are met.
- To ensure that all small groups have opportunities to develop and be recognised and valued for their work, promoting best practice standards.
- To organise and deliver workshops, training, information sessions for small groups and volunteers.
- To work with the Group Support Team to visit recipients of BPRCVS administered funding streams regularly i.e. before funding, once funding has been allocated (interim report) and in the lead up to final reports being due to ensure support needs are identified and met.
- To support the identification of gaps in the current provision of services; to recognise the potential for new services and to encourage and support the setting up of independent community and voluntary organisations to meet their own needs.
- To support the development of new VIO groups.
- To support VIOs and work with BPRCVS Team to ensure support for volunteers.
- To keep detailed records for the purposes of continuous monitoring and evaluation, including tracking demographic data on beneficiaries and project outcomes for measuring impact.
- To produce monthly performance reports for the management team including case studies.
- To attend team meetings and relevant training, events, and networking opportunities.
- To undertake other duties within the organisation when required within the level of responsibility of the post.
- Support the overall ethos, principles, and practices of BPRCVS.
- Post holder must adhere to all organisational guidelines and policies and pay particular attention to:
  - GDPR
  - Confidentiality
  - Health, safety and security
  - Safeguarding Adults and Children
  - Equal Opportunities
  - Training and Development

**Holiday Entitlement:** 23 days per annum plus Bank Holidays (pro rata) plus 3 days between Christmas and New Year fixed holidays, plus 1 day's holiday for birthday

**There will be probationary period of six-months.**

**The post will involve some evening and weekend work for which time off in lieu is given.**

**Please note that a DBS check is not required for this post.**



## **Person Specification**

### **BPRCVS Group Support & Trainer**

#### **Essential Criteria:**

- A good standard of general education.
- Knowledge and experience of the VCFS (voluntary, community and faith sector).
- Experience of delivering workshops, training and information sessions for small groups and volunteers.
- Experience of developing training packages for community organisations and volunteers.
- Experience of supporting groups in development within the VCF sector
- Experience of working with VIOs (volunteer involving organisations).
- Ability to identify gaps in service and support groups into meeting need.
- Experience of working within a community setting.
- Ability to communicate effectively with volunteers, stakeholders, colleagues and with professional staff in other organisations.
- Knowledge/experience of setting up procedures and processes.
- Understanding of the need to work to an extensive range of policies and procedures.
- Ability to use a range of IT programmes.
- Ability to prioritise own workload and work unsupervised.
- Excellent prioritising, organisational and time management skills.
- Excellent problem solving/trouble shooting skills
- Ability to work calmly whilst under pressure.
- Ability to work alone and as part of a team.
- Ability to meet the travel needs of the role.
- Knowledge and skills in monitoring and evaluation.
- Ability to contribute to regular reports.
- Excellent written and verbal communication skills.
- Presentable with a friendly, approachable manner.
- To bring demonstrable enthusiasm and energy to the post.

#### **Desirable Criteria:**

- Experience of completing funding applications.
- Knowledge/experience of working with statutory agencies
- Knowledge/experience of mediation in a community setting