



Job Description

Name of Organisation:	Barking and Dagenham Council for Voluntary Services
Job Title:	BDCVS Local Giving Project Officer
Responsible to:	Trustee Board
Responsible for:	None
Working hours:	16 hours
Salary:	£24,313 pro rata
Location:	Barking and Dagenham
Special conditions:	Occasional evening and weekend work

Main Duties

To manage the BDCVS small grants programme, provide secretariat to the Local Giving Group and support research into giving opportunities and the community and voluntary sector in the borough.

Specific duties

1. To provide secretariat and research support to BDCVS and the Local Giving Group
2. To undertake desk and participatory action research into local giving opportunities
3. To assist with the development and delivery of organisational support to BDCVS including business planning, governance, quality assurance, profile raising, funding and bidding/tendering for local giving activities
4. To manage the BDCVS small grants programme, including promotion of opportunities, applications, assessment and monitoring and evaluation.
5. To work with colleagues to implement systems for measuring, monitoring and evaluating the effectiveness of local giving approaches and individual schemes
6. Recruit and assist with the training of grant and opportunity assessors from the public, private and voluntary sector who may and may also not be residents with 'lived experience' of the borough
7. To signpost agencies in receipt of local giving opportunities to BDCVS and other capacity building providers for funder plus support.



8. To support agencies to engage in strategic representation meetings, consultations and policy discussions
9. To horizon scan for policy, legislative changes in the field of local giving
10. Promote and publicise the project and the work of partners, through the creation of promotional materials and events
11. To effectively manage a portfolio of casework with competing demands and produce monitoring reports as required
12. To contribute to updating the organisation's website, e-bulletins, newsletters and other publications to promote good practice
13. Assist with the development of new partnerships
14. Monitor and record achievement of targets and indicators
15. Prepare progress and evaluation report for funder, trustees and other stakeholders.
16. Support BDCVS and partner agencies in quality assurance measure

Other Duties

1. To participate in BDCVS staff meetings, maintaining a high level of professionalism and contributing skills and knowledge towards best practice for the organisation.
2. To attend supervision and appraisal meetings and other relevant activities.
3. To be administratively self-servicing
4. Work flexibly as agreed to meet the demands of the service – this may involve evening and weekend work.
5. Maintain confidentiality in all matters relating to the work of the organisation and members.
6. Comply with BDCVS's policies and procedures.
7. Positively promote BDCVS and its work.
8. Undertake any other work as maybe reasonably requested.



PERSON SPECIFICATION - Knowledge, skills and experience needed

Educated to degree level or vocational equivalent

Ability of administrating committees or ability to provide secretariat support

Understanding of research techniques and experience of quantitative and qualitative research practices in the not-for-profit sector

Strong experience of developing and managing fundraising activities

Experience of developing and managing volunteer programmes

Proven track record of developing relationships with SMEs and community-based organisations

Knowledge of corporate responsibility, local giving schemes and employer supported volunteering

Excellent presentation and communication skills both written and oral

Strong marketing and communication skills

Strong organisational and project management skills

Understanding of and commitment to local giving and its potential and value in society

Personal qualities

Strong team player, capable of leading and decision-making whilst also considering wider issues and impact on individuals

Self-motivated

Ability to think and act strategically and develop innovative and creative solutions

Entrepreneurial

High-level listening, influencing and negotiating skills; positive, flexible and proactive attitude

Strong networking and influencing skills

Reliability

A full commitment to equality of opportunity with practical ideas for its implementation within the scope of the post