



BURY
VOLUNTARY,
COMMUNITY
& FAITH
ALLIANCE

SUPPORTER

COMMITTED TO
GOOD
EMPLOYMENT
IN GREATER MANCHESTER

Recruitment Pack

Children and Young People's Senior Development Officer

Closing Date: Sunday 15th February

Interview Dates:

- Panel Interview Friday 27th February
- Youth Led Interview TBC

Who we are

At Bury VCFA we're proud to champion the vital role the VCSE sector makes to the people and communities of Bury.

Set up 5 years ago, Bury VCFA is here to develop the capacity of VCSE sector groups and organisations and connect people into the wealth of volunteering opportunities in the Borough.

We support the voice of the VCSE sector through our networks and strategic representation across a wealth of themes, including health and social care, children and young people, community safety, skills and employment and the environment.

We promote the sector, championing its role strategically and acting as a catalyst for the sector's involvement in the design and delivery of local services.

We are looking to add to our committed team of staff to ensure we continue to deliver quality services that meet the changing needs of the VCSE sector in Bury.

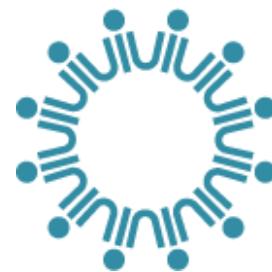
For more information about our services, please visit www.buryvcfa.org.uk



How we work and what we do

Our work aligns with the four key functions of Local Infrastructure as identified by NAVCA (National Association for Voluntary and Community Action) for which we're proud to have received accreditation in April 2023.

We provide volunteering and organisational development support to the VCSE sector in Bury - helping to build its capacity to enhance the quality of life for individuals and local communities. We promote the sector, championing its' role strategically and acting as a catalyst for the sectors' involvement in the design and delivery of local services.



LIQA
Local
Infrastructure
Quality
Accreditation

PARTNERSHIPS AND COLLABORATIONS



Creating opportunities and driving effective joint working by building networks of local organisations and strategic partners.

LEADERSHIP AND ADVOCACY



Mobilising and encouraging community action, strengthening our sector's voice and influence on key decision-makers and funders.

CAPACITY BUILDING



Providing practical support and opportunities for people to develop skills in their local community, so that they can achieve their goals and aspirations.

VOLUNTEERING



Building an environment in which volunteers and their communities thrive, by encouraging and nurturing volunteering opportunities.

**At Bury VCFA we
offer a range of
benefits to ensure
you feel supported
and connected**



**35 hour full time
working week**



**Flexible working
policy**



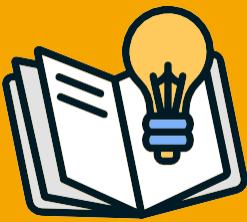
**Real Living
Wage Employer**



**25 days annual leave
plus bank holidays
(pro rata)**



**Additional holidays
for continuous service**



**Training and
development
opportunities**



**IT resources to keep
you connected**



**Career progression
opportunities**



**5% employer
pension
contribution**



**Regular team
meetings and
networking**



**Access to our Hospital
Saturday Fund plan**

Children and Young People's Senior Development Officer	
Salary	£30,870 per annum
Hours of Work	35 hours
Contract	Fixed Term – 3 years
Benefits	5% Pension Contribution 22 Days annual leave + 3 concessionary days + bank holidays (Pro Rata)
Location	Hybrid (Home / Office / Community)
Responsible to	Deputy Chief Officer
Responsible for	Bury VCFA staff and volunteers as required
Special Conditions	Occasional evening or weekend work
Area of Work	Bury with occasional travel across Greater Manchester

Who we're looking for

We are looking for a passionate and skilled development professional who wants to make a real difference for children, young people, and families in Bury. The main aim of this role is to strengthen the capacity of VCSE organisations in Bury to deliver safe, inclusive, and impactful services for children and young people.

This role is about more than delivering projects. It's about shaping systems, amplifying voices, and building capacity across the voluntary sector. You will be a connector, advocate and facilitator: supporting grassroots organisations to thrive, embedding safeguarding and better practice, and championing youth voice in decision-making.

If you believe in co-production, equity, and the empowerment of communities, this is your opportunity to lead work that transforms lives and strengthens the VCSE sector in Bury for the future.

Main Responsibilities

- Scope the children's and young people's sector in Bury, building positive relationships in the process.
- Create and maintain relationships with children & young people's VCSE groups and organisations
- Supporting the work of our VCSE organisations and helping them to increase their capacity and capabilities, including their safeguarding skills, through information, advice and guidance (IAG) and training
- Working closely with Bury Integrated Safeguarding Partnership to develop and deliver high-quality, accessible child safeguarding materials, training, workshops and support packages that enable VCSE groups and organisations to build strong and effective safeguarding policies and procedures to meet safeguarding requirements
- To enable the VCSE sector to develop its safeguarding practices and policies with children, and to meet their safeguarding requirements

- Develop and deliver Trauma Informed Training to VCSE groups and Organisations.
- Facilitate the Bury VCSE Children, Young People's and Families Forum, including ensuring the production of the forum's communications, paperwork and resources.
- Represent Bury VCFA and the Bury VCSE Sector as appropriate at key boards, forums and meetings.
- Build positive working relationships with VCSE groups and organisations, statutory partners, commissioners and funders.
- Advocating for the role of the VCSE sector in strategic plans/as delivery partners in line with Bury memorandum of understanding between the public and VCSE sector.
- Lead youth engagement initiatives, including youth-led grant-making and civic leadership development
- Support co-production activities with young people and families to influence local service design.

Person Specification

Skills
Excellent written and verbal communication skills.
Able to communicate with people from a range of backgrounds in a sensitive and supportive way
Good project management - able to plan, deliver and evaluate projects and programmes
Excellent analytical and problem-solving skills and an ability to think creatively
Use initiative; organising and prioritising own workload within an agreed plan
Ability to network, influence and work in partnership with people from a wide range of organisations, including voluntary, statutory, or other agencies
Ability to research, understand and apply to practical circumstances a range of relevant policy, strategic and legal information
Skilled in facilitating inclusive discussions and co-production activities with young people and families.
Strong training design and delivery skills, including adapting content for diverse audiences
Confidence using digital technology including office applications and video conferencing

Knowledge
A good knowledge of current safeguarding developments and good practices impacting the VCSE sector
An understanding of the voluntary and community sector and how it interacts with other sectors
An understanding of the challenges and problems faced by children and young people
Knowledge and experience of capacity-building techniques, asset-based community development

Awareness of policy and practice issues relevant to volunteering and delivering community activities and events with and for young people and families, including safeguarding, health and safety and working with vulnerable groups
Awareness of equity, diversity, and inclusion principles and their application in community work.
Experience in monitoring and evaluating impact
Understanding of co-production principles
Understanding of youth participation and leadership development approaches
Knowledge of Bury (Desirable)

Experience
Experience working with/within the VCSE sector
Experience in community development or related field (paid or unpaid)
Experience engaging young people in decision-making or leadership roles.
Experience in organising and facilitating meetings, activities, and events both online and in-person
Experience representing organisations at strategic boards or forums.
Experience in creating and delivering quality participative training and workshops to a diverse range of people
Experience supporting organisations to embed safeguarding and trauma-informed practices.
Experience of working with or managing staff / volunteers (desirable)

Behaviours
A commitment towards Bury VCFA's mission in supporting a vibrant Voluntary, Community & Faith sector in Bury.
Able to network and positively represent the organisation
Proactive in identifying opportunities for collaboration and innovation.
Able to work flexibly – including evenings and weekends.
Resilient and adaptable in a changing policy environment.
A commitment to equality, inclusion, positively promoting diversity and challenging inequality.
A commitment to your own personal training and development.

Other Duties
To take responsibility for individual administration, attend team meetings and mandatory training.
Commitment to adhering to all of Bury VCFA policies and procedures at all times, including Health & Safety and Equal Opportunities
To perform any other duties commensurate with these responsibilities, the needs of the organisation, the grade of the post and the skills and qualifications of the postholder.
Willingness to undertake an appropriate DBS Check

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 Bury VCFA.



This post forms part of a project made possible by the support of the National Lottery Community Fund. Further information can be found in [our press release](#).

To apply for this position, please submit:

- Your CV (2 pages max)
- A supporting statement which describes how you meet each of the competencies in the person specification (2 pages max)
- Equality and Diversity Monitoring Form
- Please return to recruitment@buryvcfa.org.uk by **midnight Sunday, 15th February 2026**. Interviews will be a two-part process, with the interview panel taking place on Friday, **27th February 2026**. We are still confirming dates for the youth-led interview, but we anticipate it will be after this date.
- Contact for informal discussion: Marie Wilson, Deputy Chief Officer, Bury VCFA. Tel 0161 518 5550 or email marie.wilson@buryvcfa.org.uk

Key reading:

[Let's Do It! strategy - Bury Council](#)

[The Bury MoU between the Public and VCSE Sector](#)

[Bury VCFA Strategic Plan 23-26](#)

[Bury Volunteering Strategy 23-26](#)