



**BURY**  
VOLUNTARY,  
COMMUNITY  
& FAITH  
ALLIANCE

**SUPPORTER**



# Recruitment Pack

Business Support Officer

Closing Date: 15<sup>th</sup> May 2026

Interview Date: 26<sup>th</sup> May 2026

## 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](http://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.



**LIQA**  
Local  
Infrastructure  
Quality  
Accreditation

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 sector's involvement in the design and delivery of local services.

## 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.

## How we work

Our vision is simple. All our work is focused on

***“Improving the lives of local people”***

How we work both as an organisation and as individual staff members is captured in three key principles



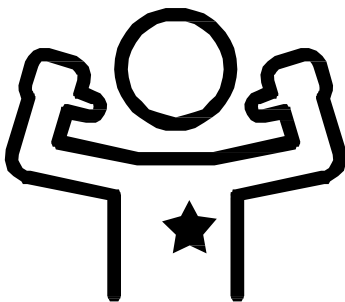
### **We're Collaborative**

- We work together to create solutions
- We are open to new ideas and ways of working
- We are a movement - connecting groups and communities



### **We have Integrity**

- We bring together a range of knowledge and expertise
- We are a trusted safe pair of hands, delivering a high quality service



### **We are Proud**

- We are proud to be part of Bury and the communities we serve
- We are passionate about our communities, the sector and the people of Bury

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



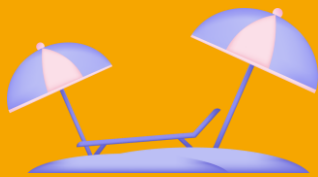
**35 Hours working week**



**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**

<b>Business Support Officer</b>	
<b>Salary</b>	£25,750 (Pro Rata)
<b>Hours of Work</b>	21 hours p/w (Part-time) 0.6 FTE – days to be negotiated.
<b>Contract</b>	Permanent
<b>Benefits</b>	5% Pension Contribution, 22 Days annual leave + 3 concessionary days + bank holidays
<b>Location</b>	Office based.
<b>Responsible to</b>	Operations and Finance Manager

### **Job Purpose**

The Business Support Officer plays a vital role in ensuring the smooth and efficient day-to-day running of the organisation. This role provides high-quality administrative, governance, grants, and HR support, working closely with internal teams and external stakeholders.

### **Who we're looking for**

We are seeking a proactive and highly organised Business Support Officer to join our team and play a key role in supporting the smooth day-to-day running of the organisation. The successful candidate will be a confident administrator with excellent attention to detail and the ability to manage a varied workload.

You will be someone who:

- Has strong organisational and administrative skills, with the ability to prioritise tasks and meet deadlines
- Demonstrates excellent communication skills, both written and verbal, with a professional and approachable manner
- Is confident handling enquiries via phone and email, and can respond appropriately or signpost effectively
- Has experience of maintaining accurate records and using digital systems (e.g. CRM databases, electronic filing systems)
- Is able to work independently while also collaborating effectively with colleagues across teams
- Has a high level of accuracy and attention to detail, particularly when handling data and governance documentation
- Is comfortable supporting meetings, including preparing papers, coordinating logistics, and taking clear, accurate minutes
- Has an understanding of data protection and confidentiality, and can handle sensitive information appropriately
- Is flexible and willing to undertake a wide range of administrative tasks to support organisational needs
- Has experience (or willingness to learn) in supporting areas such as grants administration, governance processes, and HR procedures

## **Key Responsibilities**

### **Administration**

- Monitor and manage the organisation's main administrative inbox, responding or redirecting enquiries as appropriate
- Handle incoming telephone enquiries and direct calls professionally
- Maintain office supplies, including monitoring and reordering stationery and consumables
- Manage key fob access, including issuing fobs and maintaining the key register in collaboration with the Operations and Finance Manager
- Ensure electronic filing systems are accurate, up to date, and compliant with the Data Retention Policy
- Provide general administrative support as required to meet organisational needs
- Responsible for coordinating internal meeting room bookings, preparing and setting up rooms to required specifications, and working closely with the finance team to arrange and manage related payments.
- Prepare meeting rooms and arrange refreshments as required
- Liaise with the Operations and Finance Manager regarding room bookings (including VCFA meeting spaces)
- To support the recruitment process, including emailing candidates, coordinating interview schedules, redacting sensitive information, and carrying out other necessary recruitments related tasks.

### **Grants Administration**

- Work with the Grants Team to maintain and improve administrative systems for grant management and financial distribution
- Maintain accurate and up-to-date records using CRM and data systems
- Ensure compliance with data protection regulations in all grant-related processes
- Support the monitoring and recording of grant expenditure to assist with reporting to funders
- To support with grant panels and panel administration.

### **Governance**

- Support the preparation and distribution of board and subgroup meeting papers
- Attend meetings and take accurate minutes, recording decisions and actions
- Assist in the planning and delivery of the Annual General Meeting (AGM), including documentation and minute-taking

### **Human Resources**

- Support recruitment processes, including liaising with candidates and assisting with interview arrangements
- Coordinate pre-employment checks in line with organisational policies (e.g. references, DBS checks where applicable)
- Contribute to the induction of new staff and volunteers
- Liaise with internal and external service providers to ensure smooth onboarding (e.g. IT, systems access, HR platforms such as Breathe HR)

## Person Specification

### Skills & Experience

Proven administrative experience in a busy office environment

Strong organisational skills with the ability to prioritise and manage a varied workload

Excellent written and verbal communication skills

High level of accuracy and attention to detail

Experience of maintaining records and using digital systems (e.g. Microsoft Office, CRM databases)

Ability to work independently and as part of a team

Experience supporting meetings, including minute-taking

Understanding of confidentiality and data protection principles

Flexible and proactive approach to work

Experience working in the voluntary, community, or public sector

Familiarity with grants administration or funding programmes

Experience supporting governance processes (e.g. boards, committees)

Experience in recruitment and onboarding processes

Knowledge of HR systems such as Breathe HR or similar platforms

### Personal Attributes

Professional, approachable, and reliable

Strong interpersonal skills and ability to build positive working relationships

Ability to use initiative and solve problems effectively

Commitment to the organisation's values and mission

Willingness to adapt to changing priorities and business needs

### Behaviours

A commitment towards Bury VCFA's mission in supporting a vibrant Voluntary, Community & Faith sector in Bury.

Committed to collaborative working, including ensuring the voice of local communities and the VCSE sector shapes our grant-giving work.

Takes ownership for project outcomes and timelines, ensuring high-quality services to our communities and stakeholders.

Able to propose constructive solutions and ways forward when faced with challenges or issues

Able to network and positively represent the organisation

Able to work flexibly – including evenings and weekends.

A commitment to equality, inclusion, positively promoting diversity and challenging inequality.

A commitment to your own personal training and development as well as organisational learning.

### Other Duties

To take responsibility for individual administration and attend team meetings and mandatory training.

To act as a primary key holder for Bury VCFA, supporting access to the building during normal working hours.

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.

### Additional Information

This is a part-time, office-based role. The postholder will need to demonstrate flexibility and reliability in managing responsibilities within reduced working hours.

### Equality and Diversity

We are committed to promoting equality, diversity, and inclusion and welcome applications from all sections of the community.

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.

**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)
- An equal opportunities form
- Please return your CV and supporting statement to [recruitment@buryvcfa.org.uk](mailto:recruitment@buryvcfa.org.uk) by 5pm on 15<sup>th</sup> May 2026.
- If you have any questions about the role please email Louise Peers on [louise.peers@buryvcfa.org.uk](mailto:louise.peers@buryvcfa.org.uk)

### Key Reading:

[Welcome to Bury VCFA | Bury VCFA](#)

[Bury VCFA Strategic Plan 25-30](#)