



**BURY**  
VOLUNTARY,  
COMMUNITY  
& FAITH  
ALLIANCE

**SUPPORTER**



# Recruitment Pack

## Capacity Building Development Officer

**Closing Date: Sunday 24<sup>th</sup> May**

**Interview Date: Tuesday 2<sup>nd</sup> June**

## 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.



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.

**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



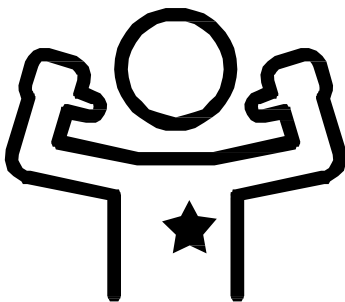
### **We're Collaborative**

- 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**



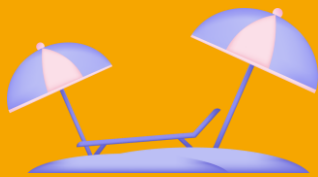
**35 hour full time working week**



**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**

<b>Capacity Building Development Officer</b>	
<b>Salary</b>	£25,570
<b>Hours of Work</b>	Full Time (35hrs per week)
<b>Contract</b>	12-month contract (extension subject to funding)
<b>Benefits</b>	5% Pension Contribution 22 Days annual leave + 3 concessionary days + bank holidays
<b>Location</b>	Hybrid (Home / Office / Community)
<b>Responsible to</b>	Chief Officer
<b>Special Conditions</b>	Occasional evening or weekend work
<b>Area of Work</b>	Bury with occasional travel across Greater Manchester

### Who we're looking for

This role sits within our Capacity Building Team; the team that drives Bury VCFA's mission to strengthen and champion the voluntary, community and social enterprise (VCSE) sector. Together, we help local groups grow in confidence and capability, build their long-term sustainability, and ultimately create a thriving VCSE landscape that improves people's lives across Bury.

As a borough-wide role, every day brings something different. You might be working one-to-one with a community group to provide tailored advice and guidance, delivering an inspiring training session, or helping our networks and forums connect and collaborate. You'll also represent the sector at meetings and events, giving VCSE organisations a strong and trusted voice in local conversations. It's a varied, people-focused role where your support will make a tangible difference to community organisations across Bury.

### Main Responsibilities

#### 1. Provide High-Quality Advice and Organisational Support

- Deliver tailored information, advice and guidance to VCSE groups of all sizes – from emerging mutual aid groups to established charities and social enterprises.
- This includes supporting organisations with:
  - Start-up guidance and governance development
  - Business planning and organisational growth
  - Policies, procedures and compliance
  - Income generation, including fundraising, bid writing, enterprise development and tenders
  - Demonstrating impact, including outcomes measurement and social value
  - Building networks and collaborating effectively with partners

#### 2. Develop and Deliver Training and Learning Resources

- Design and deliver high-quality training sessions, workshops and learning

opportunities based on sector needs.

- Create accessible resources, factsheets and tools to support organisational development.
- Work closely with colleagues to share relevant opportunities, events and sector updates.

### **3. Strengthen Community Engagement and Partnerships**

- Build trusted and positive relationships with VCSE organisations, statutory bodies, commissioners and funders.
- Develop and support networks and forums to enable groups to connect with each other and access local partnerships, including those linked to the Bury Neighbourhood Model.
- Facilitate and contribute to other forums, events, focus groups and co-production activities across Bury.

### **4. Support Promotion, Communications and Sector Voice**

- Monitor, capture and report on outcomes to support organisational learning, evaluation and communications.
- Maintain accurate records and keep organisational databases up to date.
- Work collaboratively with the organisation's communications staff to:
  - Align activities with awareness weeks and sector campaigns
  - Produce engaging case studies showcasing the impact of the VCSE sector
  - Create clear, accessible updates, articles and reports for the Bury VCSE community

### **5. Champion Inclusive, Relationship-Based Working**

- Build strong, respectful and culturally sensitive relationships with a wide range of people and groups.
- Use problem-solving skills, active listening and professional curiosity to support organisations effectively, offering challenge where appropriate.
- Work collaboratively as part of a committed team, contributing to a shared ambition to strengthen the VCSE sector and improve the quality of life for people across Bury.

## Person Specification

Skills
Excellent written and verbal communication skills, with the ability to translate complex information clearly for diverse groups.
Good project management - able to plan, deliver and evaluate projects and keep accurate records.
Use initiative; organising and prioritising own workload within an agreed plan.
Ability to network and work in partnership with people from a wide range of organisations, including voluntary, statutory or other agencies.
Strong community facilitation skills, including the ability to bring groups together, support peer learning, mediate discussions and enable community-led solutions.
An ability to research, understand and apply to practical circumstances a range of policy, strategic and legal information.
Ability to assess the strengths and weaknesses of organisations and to design a programme to support their development.
Ability to coach and empower small and emerging groups, helping them develop confidence, capability and independence.
Confidence using digital technology, including office applications and video conferencing.
Able to measure impact using both qualitative and basic quantitative data analysis.

Knowledge
Knowledge and understanding of Bury – the place and its people.
Knowledge and experience of capacity-building techniques, asset-based community development and awareness of co-production.
An understanding of the governance and policy issues facing VCSE organisations.
Technical expertise in the following areas: <ul style="list-style-type: none"><li>• Governance and compliance within VCSE organisations, in particular setting up groups and organisations (Essential)</li><li>• Policies and procedures for VCSE organisations (Essential)</li><li>• Funding, identifying suitable programmes and writing bids (Essential)</li><li>• Evidencing impact and outcomes (Essential)</li><li>• Safeguarding (Desirable)</li></ul>

Experience
Experience working with/within the VCSE sector.
Experience in community development or related field (paid or unpaid).
Experience in supporting organisations and people to develop their capacity and operate to best practice.
Experience in creating and delivering quality participative training and workshops to a diverse range of people.
Experience of developing good practice policies, procedures and tools such as information guides and template documents.
Experience in organisation and facilitating meetings, activities and events both online and in-person.
Experience in assisting and working with individuals and groups to become involved in the development of their communities.

Experience working with and relating to people from diverse backgrounds.
Experience of facilitating co-production, consultation or community voice activities to influence services or local decision-making.
Experience using CRM systems or case management tools (desirable)
Experience of working with or managing volunteers (desirable)

### Behaviours

A commitment towards Bury VCFA's mission in supporting a vibrant Voluntary, Community & Faith sector in Bury.
Takes responsibility for delivering work to a high standard, following through on commitments and being honest about challenges or limitations.
Able to network positively representing the organisation and actively connecting groups and people to support our objectives.
Able to work flexibly – including evenings and weekends.
A commitment to equality, inclusion, positively promoting diversity and challenging inequality.
Is open to new ideas and way of working including a commitment to your own personal training and development.

### Other Duties

To take responsibility for individual administration, attend team meetings and mandatory training.
To act as a secondary 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.

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 midnight Sunday 24<sup>th</sup> May 2026. Interviews will take place on Tuesday 2<sup>nd</sup> June at Bury VCFA Offices (in person).

For an informal discussion regarding the role please contact: Marie Wilson, Deputy Chief Officer, Bury VCFA. Tel 0161 518 5550 or email [marie.wilson@buryvcfa.org.uk](mailto:marie.wilson@buryvcfa.org.uk)

**Key reading:**

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