



BURY
VOLUNTARY,
COMMUNITY
& FAITH
ALLIANCE

SUPPORTER



Recruitment Pack

Senior Capacity Building Development Officer (Active Communities)

Closing Date: Sunday 12th July

Interview Date: 21st or 23rd July

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.

<p>PARTNERSHIPS AND COLLABORATIONS</p>  <p>Creating opportunities and driving effective joint working by building networks of local organisations and strategic partners.</p>	<p>LEADERSHIP AND ADVOCACY</p>  <p>Mobilising and encouraging community action, strengthening our sector's voice and influence on key decision-makers and funders.</p>
<p>CAPACITY BUILDING</p>  <p>Providing practical support and opportunities for people to develop skills in their local community, so that they can achieve their goals and aspirations.</p>	<p>VOLUNTEERING</p>  <p>Building an environment in which volunteers and their communities thrive, by encouraging and nurturing volunteering opportunities.</p>

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



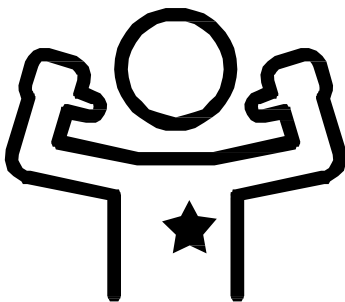
We're Collaborative

- 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



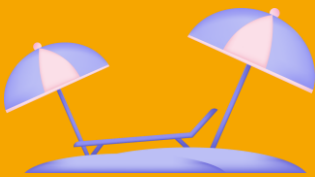
35 hour full time working week



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

Senior Capacity Building Development Officer (Active Communities)	
Salary	£30,870 per annum
Hours of Work	Full Time (35hrs per week)
Contract	Fixed Term – 4 years (subject to funding)
Benefits	5% Pension Contribution 22 Days annual leave + 3 concessionary days + bank holidays
Location	Hybrid (Home / Office / Community)
Responsible to	Deputy Chief Officer
Responsible for	Capacity Building Development Officers, Volunteer Development Officer, Bury VCFA volunteers
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 an experienced, values-driven development professional to lead Bury VCFA's Active Communities work. This senior role will strengthen community capacity, participation and influence through place-based working, civic engagement and high-quality support for voluntary, community and faith sector (VCSE) organisations.

You will lead a small team within the Capacity Building service contributing directly to Bury VCFA's delivery of core services including leading the design and delivery of a high-quality training and development programme for community groups and organisations. The role includes leading our neighbourhood working via Community Connector networks and support as well as activity around community voice. Working with and alongside the VCSE sector to ensure that the perspectives, priorities and lived experience of communities actively shape local decision-making, service design and public service reform.

This role is about more than just delivery. It requires confident leadership, partnership working and the ability to lead projects that support the VCSE sector and enable communities to shape decisions, influence services and build long-term resilience.

Main Responsibilities

Staff Management and Team Leadership

- Provide effective line management, supervision and support to Capacity Building staff and Bury VCFA volunteers.
- Create a supportive, reflective and learning-focused team culture and meetings
- Support staff development, performance management, workload planning and wellbeing.

Place-Based Working

- Lead neighbourhood-based engagement, including Community Connector activity, strengthening VCSE and resident voice and ensure the provision of support to VCSE organisations across the borough.
- Facilitate inclusive engagement activity and networks, ensuring lived experience informs local decision-making
- Represent and champion the VCSE sector within place-based and system leadership spaces including public service reform.
- Ensure alignment with the Greater Manchester Live Well approach, embedding its principles in place-based working - including prevention, early intervention, community power and integrated working across sectors.
- Lead Bury VCFA's role in emergency response and resilience work, both organisational resilience as well as working alongside the volunteer development officer regarding volunteer deployment.

Voice, Advocacy and Community Engagement

- Strengthen VCSE and resident voice, ensuring communities can share their views, experiences and priorities
- Work directly with VCSE organisations to build confidence, participation and local leadership.
- Design and deliver inclusive community engagement activity, including outreach, projects and networks
- Support groups and residents to engage with services and partners, influencing decisions and service development
- Build advocacy skills within communities and organisations, enabling them to represent themselves effectively
- Connect groups to relevant training, learning opportunities and small grants/projects that strengthen voice, engagement and community action.
- Work with partners to ensure lived experience and community insight inform local priorities, policy and programme delivery, including Live Well and other commissioned programmes where relevant.
- Help coordinate and share insight gathered through engagement activity, ensuring it informs local priorities while remaining rooted in community experience.

VCSE Sector Development and Capacity Building

- Support VCSE organisations to strengthen their capacity, sustainability and impact through advice, guidance and connection to opportunities
- Lead the oversight and continuous development of Bury VCFA's training and development programme for VCSE groups, including the design and delivery of training sessions.
- Ensure our training and support offer supports the sector around good governance, safeguarding, inclusion, volunteer management, funding readiness as well as community and civic leadership.
- Work with partners and associates to deliver high-quality, accessible learning opportunities, particularly for small, emerging and grassroots groups.
- Ensure alongside the volunteer development officer that we continue to offer high quality volunteer brokerage and support both to individuals and organisations.

Insight, Learning and Impact

- Gather, analyse and share community insight to help inform local decision-making and change.
- Capture and communicate the impact of your work, VCSE activity, civic leadership and community voice in shaping services and outcomes.
- Contribute to monitoring, evaluation and reporting requirements for our quarterly monitoring and broader funded programmes
- Share learning internally to support organisational development and wider VCFA work

General Responsibilities

- Work collaboratively with colleagues across Bury VCFA
- Attend team meetings, supervision and mandatory training
- Maintain high standards of safeguarding, equality, inclusion and data protection.
- Undertake administrative tasks, mandatory training and any duties appropriate to the role.

Person Specification

Skills

Excellent communication and facilitation skills, including the ability to engage diverse audiences and translate complex ideas into practical action.

Strong project and workload management skills, with the ability to plan, prioritise and deliver projects and programmes independently

Excellent analytical and problem-solving skills and an ability to think creatively

Strong partnership and influencing skills, with the ability to represent the VCSE sector effectively

Ability to research, understand and apply to practical circumstances a range of relevant policy, strategic and legal information

Ability to assess organisational needs and tailor appropriate development support

Ability to design and delivery capacity building programmes including training session and coaching approaches.

Confidence using digital technology, including office applications, CRM systems and video conferencing.

Knowledge

Good understanding of the voluntary, community and faith sector, its role in community life and how it interacts with other sectors

Knowledge and experience of capacity-building techniques, asset-based community development

Understanding of co-production principles

Awareness of policy and practice issues relevant to volunteering and delivering community activities and events with and for communities, including safeguarding, health and safety and working with vulnerable groups

Technical expertise in the following areas:

- Governance and compliance within VCSE organisations, in particular setting up groups and organisations (Essential)
- Policies and procedures for VCSE organisations (Essential)
- Funding, identifying suitable programmes and writing bids (Essential)
- Evidencing impact and outcomes (Essential)
- Volunteer support and management (desirable)
- Safeguarding (Desirable)

Understanding of public-sector systems (health, social care, local government).

Knowledge and understanding of Bury – the place and its people (desirable)

Experience

Experience working within the VCSE sector, including community development, neighbourhood-based approaches, and supporting community-led assets, social enterprise or community wealth building initiatives (paid or unpaid).

Experience of working in partnership across VCSE, public and/or community sectors

Experience coordinating meetings, networks, multi-agency forums or events both online and in person
Experience designing and delivering participatory training, workshops or engagement activity, including co-production and community consultation
Experience supporting individuals or organisations to turn ideas into action
Experience using CRM systems or case management tools
Experience influencing or advocating within partnerships or strategic forums (desirable)
Experience contributing to budget management and funder reporting (desirable)
Experience of supporting or managing staff and/or volunteers (desirable)

Behaviours

Leads by example in modelling Bury VCFA's values of collaboration, integrity and pride, whilst demonstrating a clear commitment to the organisation's mission to support and strengthen 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.
Collaborative, inclusive and person centred approach.
Proactive, motivated and solution focussed.
Able to work flexibly – including evenings and weekends, and adapt to changing needs
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.
Commitment to adhering to all of Bury VCFA policies and procedures at all times, including Health & Safety and Equal Opportunities
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 by midnight Sunday 12th July 2026. Interviews will take place on either the 21st or 23rd of July at VCFA Offices (in person).

Key reading:

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