



BURY
VOLUNTARY,
COMMUNITY
& FAITH
ALLIANCE

SUPPORTER



Recruitment Pack

Senior Capacity Building Development Officer (Spaces of Hope)

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



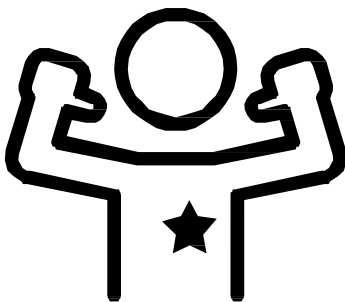
We're Collaborative

- 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



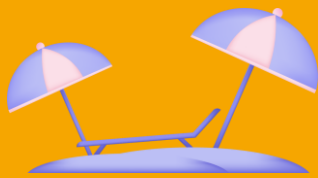
35 hour full time working week



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 (Spaces of Hope)	
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, 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 Spaces of Hope work, with a strong focus on community assets, community wealth building, and the social economy.

This senior development role will champion community-led development, supporting residents, organisations and partners to unlock and grow local assets, spaces and opportunities that generate long-term social value. You will work to create and sustain "spaces of hope" — places, networks and systems where communities have the power, confidence and resources to shape their futures.

Working within Bury VCFA's Capacity Building offer, ensuring that our work strengthens the social infrastructure of Bury, including community organisations, anchor institutions, shared spaces, and local networks. You will embed community wealth building principles, helping to retain and recirculate resources locally while building resilience and equity.

The role includes supporting our neighbourhood-based approaches, including the Community Connector networks, and enabling community voice to actively influence decisions. You will work to ensure that community insight, lived experience and local assets are central to policy, service design and system change.

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

- Support the development and sustainability of community hubs, shared spaces and grassroots initiatives as “spaces of hope”.
- Work with partners to ensure local assets are recognised, protected and maximised for community benefit, including community ownership and asset transfer
- Lead our work on community wealth building approaches including support social enterprise, promoting local ownerships and strengthening local supply chains.
- Lead neighbourhood-based engagement, including Community Connector activity, strengthening VCSE and resident voice
- 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.

Social Economy and VCSE Sector Development

- Support the growth of the social economy, including social enterprises, cooperatives and community businesses
- Enable VCSE organisations to develop sustainable models, diversify income and increase social impact
- Support VCSE organisations to strengthen their ability to measure the impact and difference they make including their intrinsic and extrinsic social value.
- Work with colleague to lead the development of support and training focused on asset-based community development, community ownership and governance, Social enterprise and trading, tender and investment readiness, measuring impact and articulating social value
- Ensure support is accessible to small, emerging and grassroots groups, especially those rooted in communities experiencing inequality.

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.

Insight, Learning and Impact

- Gather, analyse and share community insight to help inform local decision-making
- Capture good practice, learning and impact from your work
- 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.

Confident in 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

Technical expertise in the following areas:

- Governance and compliance within VCSE organisations, in particular setting up groups and organisations
- The social economy including social enterprises and cooperatives
- Community Wealth building principles and practice.
- Social Value
- The role of community assets and social infrastructure in reducing inequalities.

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 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

Strong commitment to equality, inclusion and community-led approaches, 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](#)