



SUPPORTER



Recruitment Pack

Volunteer Development Officer

Closing Date: Sunday 12th July

Interview Date: Tuesday 28th 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.

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



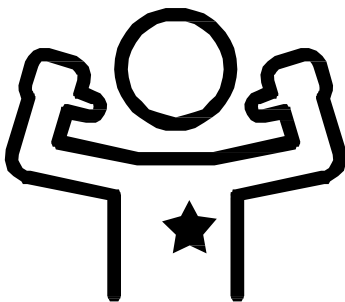
We're Collaborative

- 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



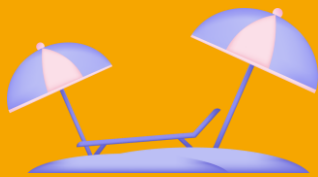
35 hour full time working week



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

Volunteer Development Officer	
Salary	£25,750
Hours of Work	Full Time (35hrs per week)
Contract	Permanent
Benefits	5% Pension Contribution 22 Days annual leave + 3 concessionary days + bank holidays
Location	Hybrid (Home / Office / Community)
Responsible to	Senior Capacity Building Development Officer (Active Communities)
Special Conditions	Occasional evening or weekend work
Area of Work	Bury with occasional travel across Greater Manchester

Who we're looking for

This role is part of our Capacity Building Team and plays a key role in strengthening the volunteering infrastructure across Bury. By supporting both individuals and organisations, you will increase participation, improve quality of volunteer programmes, and ensure volunteering contributes to a stronger, more sustainable VCSE sector.

As a borough-wide role, every day brings something different. You might be working one-to-one with an individual taking their first steps into volunteering, working alongside a community group providing 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. Strategic Development of Volunteering

- Contribute to the development and delivery of the Bury Volunteering Strategy, ensuring alignment with wider VCSE capacity building priorities and local strategic frameworks.
- Identify emerging trends, gaps and opportunities in volunteering across Bury, using insight and data to inform service development.
- Promote inclusive and accessible volunteering, increasing participation among underrepresented groups and communities.
- Build strong, trusted relationships with VCSE organisations, public sector partners and businesses to strengthen volunteering pathways across Bury.
- Support the development of new approaches to volunteering, including employer-supported volunteering, youth volunteering and opportunities within public sector settings.

- Support Bury VCFA's role in emergency response and resilience work, particularly around volunteer recruitment and deployment.

2. Strengthening Volunteering Infrastructure & Good Practice

- Provide tailored advice, guidance and support to VCSE organisations to develop and improve high-quality, inclusive volunteer programmes.
- Support organisations with volunteer role design, recruitment processes, policies and procedures, ensuring alignment with best practice and legal requirements.
- Develop and share tools, resources and guidance to strengthen volunteer management across Bury.
- Deliver training and learning opportunities to build the confidence, capability and effectiveness of volunteer-involving organisations.
- Facilitate and develop volunteer coordinator networks and forums to support shared learning, collaboration and good practice.
- Enable innovation in volunteering by identifying gaps in provision and supporting the development of new roles and programmes.

3. Volunteer Brokerage & Individual Support

- Deliver a high-quality, person-centred volunteer brokerage service for Bury residents.
- Enable individuals to access suitable, safe and meaningful volunteering opportunities, tailored to their needs, motivations and circumstances.
- Provide targeted support to individuals facing barriers to volunteering, developing bespoke pathways into participation where needed.
- Recruit, support and oversee volunteers engaged in Bury VCFA programmes and activities.

4. Voice of Volunteering & Sector Influence

- Champion the value and impact of volunteering across Bury, ensuring the voice of volunteers and volunteer-involving organisations is represented in local decision-making.
- Gather insight, feedback and lived experience from volunteers and organisations to inform strategy, service development and system change.
- Represent Bury VCFA and the VCSE sector at meetings, networks and strategic forums as appropriate.
- Contribute to the development of campaigns, events and initiatives that raise the profile of volunteering locally.

5. Promotion, Insight & Impact

- Monitor, evaluate and report on outcomes and impact, contributing to organisational learning, funding requirements and continuous improvement.
- Maintain accurate records and use data to identify trends, gaps and opportunities in volunteering participation.
- Work with communications colleagues to promote volunteering opportunities, campaigns and success stories.
- Produce high-quality case studies, reports and sector updates that demonstrate the impact of volunteering in 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.
Ability to build trusted relationships and engage effectively with individuals, community groups and partner organisations.
Strong facilitation and networking skills, including the ability to bring people together, support peer learning and enable collaboration.
Ability to engage individuals and encourage active participation in new opportunities including volunteering
Ability to coach, advise and support organisations to improve their practice, particularly in relation to volunteering.
Ability to use insight, data and feedback to inform service development and improve outcomes.
Strong organisational skills with the ability to work independently, use initiative and manage a varied workload.
Ability to research, interpret and apply relevant policy, legal and good practice guidance to real world situations.
Confidence using digital tools and systems, including databases/CRM systems, online platforms and Microsoft Office applications.

Knowledge
Knowledge and understanding of the VCSE sector, including the challenges and opportunities facing organisations.
Knowledge and understanding of the benefits of volunteering
Knowledge of volunteering practice, including recruitment, retention, inclusive volunteering and volunteer management.
Awareness of barriers to participation and how to support more inclusive and accessible volunteering opportunities.
Understanding the complex needs of individuals who experience barriers to employment and may use volunteering to improve their skills and experience
Knowledge of relevant policy, safeguarding and legal considerations relating to volunteering.
Understanding of capacity building approaches, including organisational development and community development principles (e.g. asset-based approaches, co-production).
Understanding of the role volunteers can play in an emergency response/community resilience situation
Knowledge and understanding of Bury – the place and its people (desirable)

Experience
Experience working with/within the VCSE sector.
Experience of recruiting, supporting or managing volunteers, or developing volunteering opportunities.
Experience of supporting, developing or advising organisations or community groups.

Experience of delivering training, workshops or group sessions to a range of audiences.
Experience of building partnerships and working collaboratively across organisations or sectors.
Experience of developing or applying good practice guidance, policies or procedures.
Experience of working with individuals or groups who may face barriers to participation, supporting them to access opportunities.
Experience of organising and facilitating meetings, networks or events.
Experience of collecting, using or reporting on data and outcomes (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 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 by midnight Sunday 12th July 2026. Interviews will take place on Tuesday 28th at 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

Key reading:

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