



SUPPORTER



Recruitment Pack

Senior Capacity Development Officer (Inclusion & Belonging)

Closing Date: Sun. 27th September

Interview Date: Thu. 8th October

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.

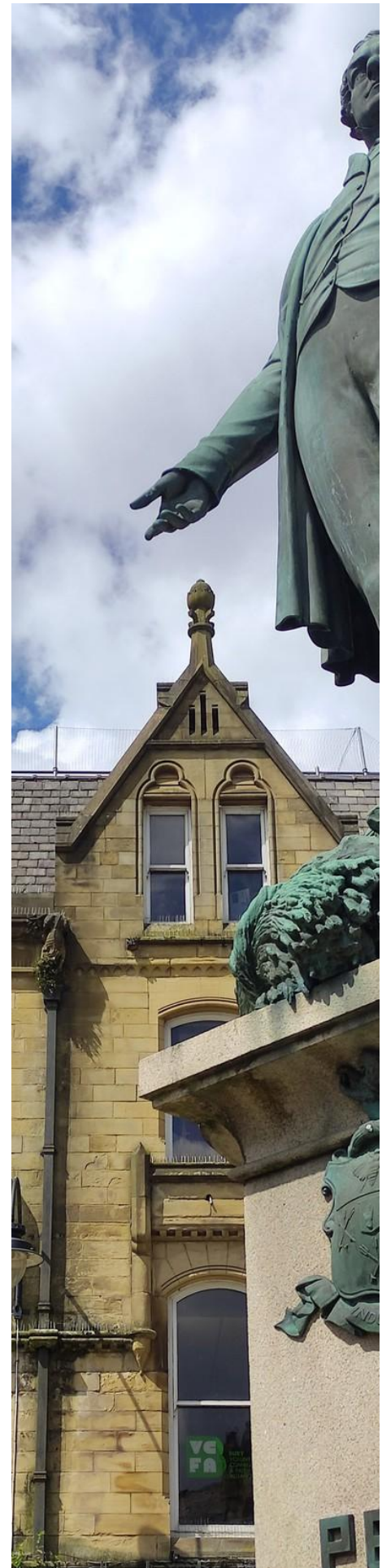
Set up 5 years ago, Bury VCFA is here to develop the capacity of VCSE sector groups and organisations and connect people into the wealth of volunteering opportunities in the Borough.

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



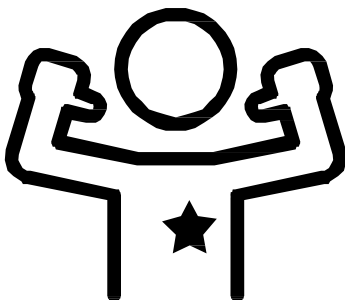
We're Collaborative

- 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**



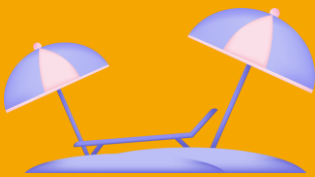
**35 hour full time
working week**



**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**

Senior Capacity Development Officer (Inclusion & Belonging)	
Salary	£30,870 per annum
Hours of Work	Full Time (35hrs per week)
Contract	Fixed Term – 12 months
Benefits	5% Pension Contribution 22 Days annual leave + 3 concessionary days + bank holidays
Location	Hybrid (Home / Office / Community)
Responsible to	Bury VCFA Chief Officer
Special Conditions	Occasional evening or weekend work
Area of Work	Bury with occasional travel across Greater Manchester

Who we're looking for

Bury VCFA is seeking a skilled, relational and community-focused lead to strengthen connection, belonging and collaboration across communities of identity, place and experience. The role will support voluntary, community and faith sector (VCFS) organisations, local networks and partners to build trust, connection and collaborative approaches.

The postholder will act as a connector, facilitator and advocate — supporting voluntary, community and faith organisations, neighbourhood networks and partners to build trust, deepen relationships and co-design solutions to shared challenges. They will help create the conditions for belonging across Bury by enabling communities to influence decisions, participate meaningfully and work together across differences.

This role is central to the design, delivery and oversight of place-based programmes that strengthen connection, inclusion and community voice. Working closely with colleagues, the postholder will ensure that funding, capacity building and engagement activity is coordinated, equitable and rooted in lived experience.

Main Responsibilities

Community Connection and Place-Based Work

- Lead Bury VCFA's work to strengthen community connection, belonging and shared purpose across communities of place, race and faith.
- Build deep understanding of Bury's communities, histories, assets and inequalities using culturally competent, asset-based approaches.
- Support community-led initiatives that bring people together, strengthen relationships and build belonging across differences.
- Facilitate safe, inclusive spaces for dialogue, learning and relationship-building within and between communities.

Programme delivery and coordination

- Lead and coordinate multiple funded programmes focused on connection, inclusion and belonging, ensuring activity aligns with agreed outcomes, timescales and budgets. Work closely with the Bury VCFA Grants Officer to:

- Shape programme priorities, funding criteria and outreach approaches
- Ensure grant programmes are accessible, inclusive and rooted in community need
- Support proportionate monitoring, learning and accountability for funded organisations
- Identify risks, delivery challenges and support needs early, and respond collaboratively
- Contribute to the development of funding models that combine open grants, targeted investment and co-produced activity, ensuring strong community ownership and impact.
- Hold responsibility for managing programme budgets, tracking expenditure, forecasting spend and contributing to financial monitoring and reporting.
- Ensure learning from funded activity informs future programme design, VCSE and faith sector development support and system influence.

Networks, Partnerships and Community Voice

- Build strong, trusting relationships with voluntary and community organisations, faith groups, local leaders, and statutory partners.
- Develop, support and facilitate relevant forums, networks or working groups that strengthen connection, belonging and inclusion.
- Lead the design and delivery of structured dialogue sessions that bring together communities across different identities, neighbourhoods, and lived experiences.
- Facilitate safe, respectful spaces where communities can share perspectives, explore differences, and build mutual understanding.
- Advocate for community voice and lived experience to influence policy, strategy and service design
- Develop innovative engagement approaches that reach historically under represented groups and amplify seldom heard voices.
- Build strong, trusting relationships with statutory partners, commissioners and funders.
- Represent Bury VCFA and the VCSE sector at local and Greater Manchester strategic meetings where appropriate.

Race, Faith and Inclusion

- Support faith communities and organisations to engage positively with local systems and structures.
- Promote understanding and collaboration between communities of different faiths, ethnicities and backgrounds.
- Contribute to work that addresses racism, discrimination and structural inequality through anti-racist, intersectional and inclusive practice.
- Ensure that equity, inclusion and belonging are embedded across all aspects of the role.

Insight, Learning and Impact

- Use community insight, data and intelligence to identify emerging needs, inequalities and opportunities within communities and the wider VCSE and faith sector.
- Capture good practice, learning and impact from connection and belonging work.
- Translate qualitative insights into evidence-based briefings for senior leaders and partners.
- Ensure community voices are meaningfully embedded in local decision making processes.

- Contribute to monitoring, evaluation and reporting requirements for funded programmes.
- Share learning internally to support organisational development and wider Bury VCFA work.

VCSE Sector Development and Capacity Building

- Support VCSE and faith-based organisations to strengthen their capacity, sustainability and impact through advice, guidance and connection to opportunities.
- Enable organisations to develop inclusive practice, governance, safeguarding and community accountability.
- Encourage collaboration between organisations working with different communities of place and identity.
- Champion the role of smaller, grassroots and underrepresented groups within the VCSE and faith sector.

Other Duties

- Manage projects, budgets, reporting and monitoring linked to voice, advocacy and capacity-building programmes.
- Support strong internal collaboration across VCFA teams.
- Maintain high standards of safeguarding, equity, inclusion and data protection.
- Undertake administrative tasks, mandatory training and any duties appropriate to the role.

Person Specification

Skills

Excellent facilitation, engagement and communication skills, including the ability to bring people together, manage group discussions and support inclusive participation.

Ability to facilitate constructive dialogue across communities with differing perspectives, identities and experiences.

Strong partnership-building skills and the ability to influence decision making across communities, the VCSE and faith sector and public services.

Ability to design and deliver high quality training and development programmes.

Strong analytical and problem-solving skills, with the ability to manage complex programmes and competing priorities.

Ability to manage competing priorities, work independently and collaborate effectively with colleagues and partners.

An ability to research, understand and apply practical circumstances to a range of policy, strategic and legal information.

Ability to identify organisational development needs and support VCSE organisations to strengthen governance, sustainability, impact and inclusive practice.

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

Knowledge

Good understanding of the VCSE and faith sector, its role within communities, governance requirements, funding environments and regulatory frameworks.

Knowledge of co-production, community engagement and asset based approaches.

Understanding of community connection, anti-racist practice, equity, inclusion and culturally competent approaches.

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

Understanding of safeguarding and relevant legal and regulatory frameworks.
Understanding of social value, impact reporting and outcomes frameworks
Knowledge of grant-making models, including open, targeted and co-produced approaches
Knowledge and understanding of Bury – the place and its people (desirable)

Experience
Experience working with/within the VCSE sector including the community work of faith based organisations.
Experience in community development, neighbourhood based or related field (paid or unpaid).
Experience influencing local priorities, strategy or service development through community insight, partnership working or stakeholder engagement.
Experience managing projects or programmes, including planning, delivery, monitoring and reporting.
Experience delivering capacity-building or organisational development support to community organisations.
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 designing, monitoring and evaluating programmes using qualitative and quantitative evidence.
Experience gathering, analysing and presenting community insight or lived experience evidence.
Experience of budget management and funder reporting (desirable)
Experience of supporting or managing staff and/or volunteers (desirable)

Behaviours
A commitment towards Bury VCFA's mission in supporting a vibrant Voluntary, Community & Faith sector in Bury.
Collaborative, inclusive and person centred approach.
Proactive, motivated and solution focussed.
Able to network and positively represent the organisation
Able to work flexibly – including evenings and weekends, and adapt to changing needs
Commitment to anti-racist, intersectional and inclusive practice.
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 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.

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 **12pm on Sunday 27th September 2026**
- Interview date is **Thursday 8th October at Bury VCFA Office (in person)**
- For an informal discussion regarding the role please contact: Helen Tomlinson, Chief Officer, Bury VCFA. Tel 0161 518 5550 or email Helen.Tomlinson@buryvcfa.org.uk

Bury VCFA is committed to building a team that reflects the diversity of the communities we work alongside. We particularly welcome applications from people from Global Majority backgrounds, faith communities and other underrepresented communities of identity, whose lived experience and perspectives are valuable in helping us create a more inclusive and connected borough.

Key reading:

[Bury LETS Strategy](#)

[Bury Volunteering Strategy](#)

[Bury VCFA Strategic Plan 23-26](#)