

Recruitment Pack

Strategic Lead - Pride in Place

Closing Date: Sunday 25th October

Interview Date: Tues 3rd November

PRIDE IN PLACE

LED BY YOU – BACKED BY UK GOVERNMENT

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.

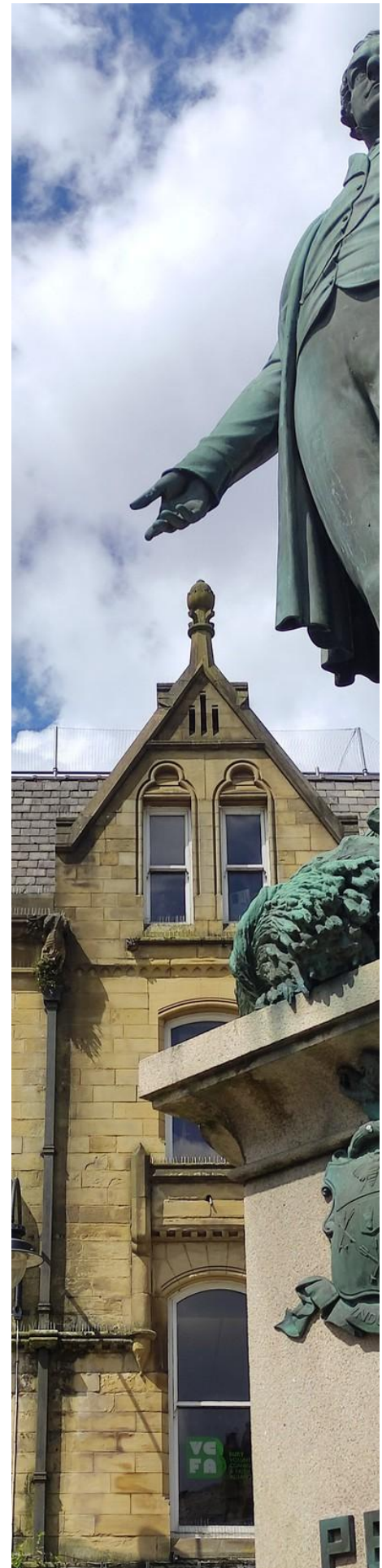
Set up 5 years ago, Bury VCFA is here to develop the capacity of VCSE sector groups and organisations and connect people into the wealth of volunteering opportunities in the Borough.

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 sectors' 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

Our vision is simple. All of 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



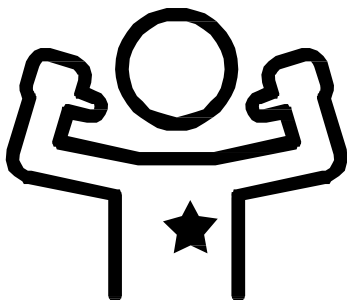
We're Collaborative

- 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

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. [Our full strategic plan](#) can be found on our website.

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.

About Pride in Place

The Pride in Place Programme is a UK Government-funded initiative that has awarded £20 million over ten years to Radcliffe. The programme aims to strengthen communities, support local priorities and empower residents to shape the future of their area.

Working alongside residents, community organisations, businesses and public sector partners, Pride in Place supports projects and activities that build community connections, encourage participation and improve opportunities for local people.

The programme is overseen by a board bringing together representatives from the community, voluntary sector, businesses, and public services. The board helps set priorities, oversee delivery, and maximise the programme's long-term impact.

Ultimately, Pride in Place is about helping local people shape Radcliffe's future through collaboration, community leadership, and shared ambition.

For more information about our services, please visit

www.buryvcfa.org.uk/prideinplace



Strategic Lead – Pride in Place	
Salary	£38,000 per annum
Hours of Work	Full Time (35hrs per week)
Contract	Fixed Term (3-year contract)
Benefits	5% Pension Contribution 22 Days annual leave + 3 concessionary days + bank holidays
Location	Hybrid (Home / Office / Community)
Responsible to	Chief Officer
Key relationships	Programme staff, community researchers, VCSE partners and commissioned delivery partners
Accountable to	Pride in Place Neighbourhood Board & Accountable Body
Special Conditions	Occasional evening or weekend work
Area of Work	Bury with occasional travel across Greater Manchester

Who we're looking for

To work alongside the Pride in Place Neighbourhood Board to enable the development and delivery of the Pride in Place Programme in Bury, acting as a strategic lead and delivery driver who can help turn ambition into tangible outcomes for communities.

You are responsible for ensuring the Board is able to discharge its governance responsibilities, as well as working alongside it to ensure:

- Embedding co-production, equity and inclusion
- Strengthening the role of the VCSE sector in local decision-making
- Shaping and implementing a community-led neighbourhood investment programme with appropriate processes in place
- All programme activity is deliverable within Ministry of Housing, Communities and Local Government (MHCLG) requirements, with appropriate processes in place to enable the Neighbourhood Board to meet their responsibilities

We are seeking an experienced individual who can operate strategically across community, VCSE and public sector systems. The postholder will be a key role within the Radcliffe Pride in Place Programme, enabling the Neighbourhood Board to translate community priorities into long term investment, influence and sustainable change.

Main Responsibilities

Relationship with the Neighbourhood Board

- Act as principal advisor to the Board on delivery, risks and compliance
- Provide strategic and operational support to the Pride in Place Neighbourhood Board, ensuring transparent decision-making, strong assurance and accountability and effective governance structures
- Support recruitment, induction and development of Board Members.
- Facilitate annual governance reviews and board self-assessment.
- Act as a key link between the board, accountable body, VCSE and community partners
- Able to represent and deputise for the chair as appropriate
- Ensure community accountability mechanisms are embedded throughout programme delivery and that it aligns with government guidance and assurance frameworks
- Support succession planning and future community-led governance models.

Strategic Leadership & System Alignment

- Support the board with the strategic development of Pride in Place in Bury, ensuring alignment with local priorities (e.g. Let's Do It etc.), neighbourhood working models and wider GM and national programme expectations
- Represent the board and the programme as required at local, regional and national forums and partnerships
- Promote community wealth building approaches, supporting local ownership, local procurement, social enterprise development and community asset growth where appropriate.
- Act as a systems leader, identifying opportunities to align activity across statutory, private, academic and VCSE sectors to maximise impact for residents.
- Identify and share learning to support system change and scaling across the borough

Community-Led Development & Co-Production

- Lead and oversee large-scale community engagement activity ensuring residents play a meaningful role in shaping investment priorities, decision and project design throughout the lifetime of the programme.
- Lead inclusive engagement strategies to reach underrepresented communities and build trust and long-term relationships
- Develop a culture of learning, reflection and continuous improvement, ensuring resident feedback and programme evaluation shape future investment decisions.

Programme Delivery & Operational Oversight

- Work alongside the board to ensure the successful delivery of the Pride in Place programme, including ensuring milestone, outputs and outcomes are achieved.

- Maintain programme plans, risk registers and performance dashboards as required to ensure the boards early identification of risk and challenges,
- Translating strategy and key decision into delivery plan and funded projects including supporting the activation of place-based initiatives and community assets
- Work alongside the board and partners to implement corrective actions and improvement plans escalating risks and challenges as appropriate.

Partnerships Working

- Build and maintain strong cross-sector partnerships with VCSE organisations, public sector partners, businesses, academic institutions, community groups, elected members and residents.
- Support and enable VCSE organisations and residents to engage in governance, secure funding and develop and deliver projects that improve outcomes for Radcliffe residents.
- Act as a connector and catalyst, aligning residents, partners and stakeholders around shared goals

Funding, Commissioning & Sustainability

- Support development of funding models, commissioning approaches and investment strategies working alongside delivery partners as appropriate. Ensuring appropriate processes and agreements are put into place.
- Identify opportunities for additional match funding, innovation and collaboration where suitable.
- Ensure effective financial monitoring including claims submissions.

Performance, Insight & Reporting

- Ensure robust systems for monitoring outcomes and impact, financial tracking and reporting and risk management
- Ensure compliance with procurement, subsidy control and funding requirements.
- Produce clear reports for Government, Board and partners
- Capture stories and evidence to support learning, promotion and future investment

Communications & Programme Profile

- Promote the Pride in Place Programme across the neighbourhood and Bury
- Ensure consistent messaging and community visibility including sharing opportunities, progress and achievements

Person Specification

Skills
Excellent communication and facilitation skills, including the ability to engage diverse audiences and translate complex ideas into practical action.
Strong influencing and stakeholder engagement skills, with the ability to represent the Pride in Place Board and residents effectively.
Ability to operate confidently within complex partnership environments, balancing the interests of residents, community organisations, public bodies and funders.
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
Ability to research, understand and apply to practical circumstances a range of relevant policy, strategic and legal information
Ability to assess organisational and community needs, and design tailored capacity-building and development support, including training, facilitation and coaching approaches.
Confidence 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 place based / neighbourhood working, asset-based community development
Understanding of co-production principles
Understanding of governance, accountability and assurance requirements associated with public funding.
Understanding of the governance, safeguarding, risk management and compliance considerations associated with community-led projects, activities and events, including working with volunteers and vulnerable individuals or groups.
Technical expertise in the following areas: • Governance and compliance within VCSE organisations (Essential) • Community power and participatory governance (Essential) • Grant funding (Essential) • Evidencing impact and outcomes (Essential) • Understanding of neighbourhood regeneration and government-funded place-based programmes (desirable) • Social value and community wealth building (desirable)

• Community ownership models (desirable)
Knowledge and understanding of Bury – the place and its people (desirable)
Knowledge of health inequalities / social determinants of wellbeing (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 building and influencing effective partnerships across VCSE, public and community sectors, including facilitating networks, forums and collaborative decision-making processes.

Significant experience of programme or project management including contributing to budget management

Experience of developing and implementing strategic plans.

Experience supporting boards, trustees or formal governance structures, including reporting to funders and decision makers.

Experience supporting individuals, community groups and organisations to develop projects, services or initiatives through co-production and community engagement.

Experience using CRM systems or case management tools

Experience of government-funded programmes (e.g. regeneration, neighbourhood funding) (desirable)

Experience of supporting or managing staff and/or volunteers (desirable)

Behaviours

Passion for improving lives of local people and a commitment to community voice and empowerment

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.

Collaborative, inclusive and person centred approach.

Demonstrates resilience, sound judgement and professionalism when managing uncertainty, challenge and competing demands.

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 ways 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 and the Pride in Place board.

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)
- Equality and Diversity Monitoring Form
- Please return to recruitment@buryvcfa.org.uk by **Sunday 25th October**
- Contact for informal discussion - Helen Tomlinson: 07709 512046

Key reading:

- [Pride in Place Programme: prospectus - GOV.UK](#)
- [Radcliffe Pride in Place Programme - Bury Council](#)
- [Bury LETS Strategy](#)
- [Bury VCFA Strategic Plan 25-30](#)