BURY VOLUNTARY, COMMUNITY & FAITH ALLIANCE

SUPPORTER
COMMITTED TO GOOD EMPLOYMENT IN GREATER MANCHESTER

Recruitment Pack

Senior Capacity Building Development Officer (Community Empowerment & Development)

Closing Date: Sunday 6th December

Interview Date: Tuesday 15th December

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.

LIQA
Local Infrastructure Quality Accreditation

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.









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



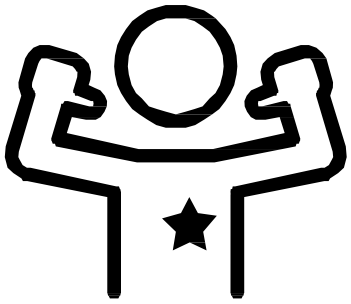
We're Collaborative

- 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

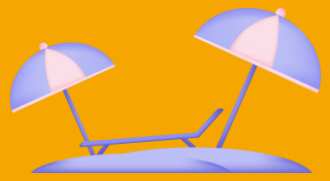


35 hour full time working week



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 - (Community Empowerment & Development)	
Salary	£31,487 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	Volunteer Development Officer, Age Friendly Development Worker 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 community capacity building and development work. This senior role will strengthen communities, organisations and volunteers across Bury by supporting participation, learning and community-led action, while ensuring local voices and lived experience help shape services, systems and decision-making.

You will lead a small team within the Capacity Building service, contributing directly to the delivery of Bury VCFA's core infrastructure and development offer. This includes overseeing a high-quality training and development programme; providing support, information, advice and guidance to VCSE organisations and emerging groups; and leading activity that strengthens volunteering, community action and organisational resilience.

The role will also lead aspects of neighbourhood development, including support for Community Connector networks, community reporting and insight gathering, and creating opportunities for residents and community organisations to influence local priorities and service design. Working closely with VCSE partners, public services and communities, you will help ensure community strengths, experiences and aspirations are embedded within local decision-making.

This role requires strong leadership, partnership working and a commitment to community empowerment. You will lead projects and initiatives that build the capacity of individuals, groups and organisations, strengthen volunteering and participation, and enable communities to influence services, shape solutions and create lasting positive 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 that encourages innovation, collaboration and continuous improvement.
- Support staff development, performance management, workload planning and wellbeing.
- Lead by example, embedding Bury VCFA's values across all aspects of service delivery.

Volunteering, Community Development and Participation

- Lead the strategic development of volunteering across Bury VCFA's infrastructure offer, working alongside the Volunteer Development Officer to strengthen volunteer recruitment, brokerage, support and pathways into community action.
- Support the development of strong, connected and resilient communities through community development approaches that build on local strengths, assets and relationships.
- Create opportunities for residents, volunteers and community groups to participate in local decision-making, civic activity and neighbourhood action.
- Work alongside community organisations and emerging groups to build confidence, leadership and community capacity.
- Promote volunteering and participation as key routes to wellbeing, community connection, skills development and social action.
- Support Bury VCFA's role in community resilience and emergency response activity, including volunteer mobilisation where required.

Community Voice, Reporting and Insight

- Provide leadership for Bury VCFA's community reporting programme, creating systems and approaches that capture lived experience, community priorities and grassroots insight.
- Ensure community insight is gathered ethically, inclusively and meaningfully, with a particular focus on underrepresented communities and voices.
- Translate community intelligence into actionable insight that informs local priorities, service design, policy development and system change.
- Work with community groups, residents and partners to ensure lived experience is embedded within decision-making processes.
- Coordinate the collection, analysis and communication of community insight, learning and impact across Bury VCFA's programmes and partnerships.
- Champion approaches that strengthen community voice, influence and participation across local systems.

Place-Based Working and Live Well

- Lead neighbourhood-based engagement activity, including Community Connector networks and other place-based approaches that strengthen community capacity and participation.
- Work closely with the Senior Officer for Spaces of Hope and colleagues across the wider Live Well programme to connect neighbourhood development, volunteering, community voice and capacity-building activity.
- Represent and champion the VCSE sector within place-based partnerships, and system leadership spaces including public service reform programmes.
- Ensure alignment with the Greater Manchester Live Well approach, embedding principles of prevention, early intervention, community power and collaboration.
- Foster effective relationships with public sector, VCSE and community partners to strengthen local outcomes and community-led solutions.

VCSE Sector Development, Training and Support

- Oversee Bury VCFA's information, advice and guidance offer for VCSE organisations, ensuring groups can access timely support, resources and development opportunities.
- Lead the strategic oversight, design and continuous improvement of Bury VCFA's training and development programme for VCSE organisations, community groups, volunteers and residents.
- Identify emerging development needs and ensure learning opportunities respond to local priorities and sector challenges.
- Ensure Bury VCFA's support offer promotes good governance, safeguarding, inclusion, volunteering, funding readiness, organisational resilience and community leadership.
- Work with partners, associates and specialists to deliver accessible, high-quality learning opportunities, particularly for small, emerging and grassroots organisations.
- Develop pathways that connect organisations and individuals to wider support, funding, networks and development opportunities.

Impact, Learning and Quality

- Capture, evidence and communicate the impact of volunteering, community development, training, community reporting and VCSE support activity.
- Contribute to monitoring, evaluation and reporting requirements for core services and funded programmes.
- Share learning internally and externally to support continuous improvement, innovation and organisational development.
- Use data, insight and feedback to shape future service delivery and demonstrate impact.

General Responsibilities

- Work collaboratively with colleagues across Bury VCFA
- Attend team meetings, supervision training and relevant partnership forums

• Maintain high standards of safeguarding, equality, inclusion, health and safety and data protection. • Undertake administrative tasks and any other responsibilities appropriate to the role.

Person Specification

Skills
Excellent communication, facilitation and relationship-building skills, including the ability to engage diverse audiences and translate complex ideas into practical action.
Strong project, programme and workload management skills, with the ability to plan, prioritise and deliver multiple workstreams 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 and build productive relationships across communities, voluntary organisations and public services.
Ability to research, understand and apply to a range of relevant policy, strategic and legal information to practical situations.
Ability to assess organisational and community needs and provide appropriate support, advice, guidance and development solutions.
Ability to design, deliver and evaluate training, learning and development programmes using a range of facilitation, coaching and peer-learning approaches.
Ability to gather, interpret and communicate community insight, lived experience and qualitative evidence to support service improvement and system change.
Ability to support community groups, volunteers and residents to develop confidence, leadership and participation.
Ability to motivate and develop others within a supportive and reflective team culture.
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 of community development, asset-based approaches, community empowerment and participation.
Knowledge and experience of capacity-building techniques and organisational development.
Understanding of community insight and community reporting methodologies.
Understanding of volunteering good practice, volunteer recruitment, support, retention and development.
Awareness of policy and practice issues relevant to volunteering and community

activities, 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 readiness, identifying opportunities and bid development (Essential) • Measuring, evidencing and communicating impact (Essential) • Training, facilitation and organisational development (Essential) • Volunteer development, support and management (Essential) • Community engagement and participation methods (Essential) • Safeguarding children and adults (Desirable)
Understanding of public-sector systems (health, social care, local government and place based working).
Knowledge and understanding of Bury – the place and its people (desirable)
Knowledge of the Greater Manchester Live Well approach and preventative, community-led approaches to improving wellbeing (desirable).

Experience
Experience working within the VCSE sector or community development field, including supporting community groups, residents and voluntary organisations (paid or unpaid).
Experience developing the capacity, resilience or sustainability of community organisations or networks.
Experience of designing and delivering training, workshops, learning programmes or development support.
Experience of providing information, advice, guidance or practical support to individuals, groups or organisations.
Experience of community engagement, consultation, co-production or participation activity.
Experience gathering, analysing and communicating community insight, lived experience or qualitative evidence and turning it into action including influencing services or decision-making.
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 supporting volunteering programmes, volunteers or volunteer-involving organisations.
Experience using CRM systems or case management tools
Experience of line management, supervision or supporting staff and volunteers
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 6th December 2026. Interviews will take place Tuesday 15th December 2026 at VCFA Offices (in person).

Key reading:

- Bury LETS Strategy
- Bury Volunteering Strategy
- Bury VCFA Strategic Plan 25-30
- Bury VCFA – Live Well