

JOB DESCRIPTION

JOB TITLE:	Head of VCSE Support and Engagement
REPORTING TO:	Chief Executive
HOURS	30-37 hours per week (full or part time)
SALARY	£38,000-42,000 (correct to actual pay scale levels)
LOCATION:	Hybrid (Winchester Office/working from home)

JOB CONTEXT

Action Hampshire has been a champion for the non-profit sector and voluntary, community and social enterprise (VCSE) organisations for more than 70 years. We enable them to deliver great services to local people and communities, and speak for the changes they want to see where they live and work.

We support the people and organisations that make a difference serving their communities across Hampshire and beyond. We do this by connecting, representing, and developing skills and expertise across the VCSE sector and by collaboration that creates social change and makes society a better and fairer place.

Our overarching mission is to listen to, connect, and equip people, so they flourish and make great things happen. We achieve this mission by providing a range of specialist advice and information services together with practical help, encouraging equal partnership between the voluntary, community social enterprise (VCSE), public and private sectors, and providing a voice for Hampshire's VCSEs and its communities, both urban and rural. Our ethos is to help people to help themselves.

JOB PURPOSE

You will be responsible for the leadership and operational management of our support to and engagement with Hampshire's VCSE sector. This role is key in ensuring that we deliver the best possible support to the sector, meeting the changing needs of the sector and identifying new services, partnerships and resources.

You will play an important part in developing Action Hampshire's leadership role in the VCSE Sector, including developing and testing new ways of working, new services and engagement approaches.

As a member of the Senior Leadership Team, you will play a full and proactive role in delivering the Action Hampshire strategic plan by leading and developing our support to the sector.

Enterprising and creative, you will be a dynamic, solution focused individual, able to use your own initiative to identify and develop new opportunities and partnerships. Self-motivated, able to work both

independently and collaboratively you will oversee the delivery of excellent projects, services and plans. You will be able to identify and secure resources from relevant funding sources. You will lead on demonstrating the value and impact of Action Hampshire's work.

You will be committed to Action Hampshire's values and have an understanding of and an empathy with the culture and values of the VCSE sector.

CORE FUNCTIONS & RESPONSIBILITIES

1. Effectively managing Action Hampshire's relationship with and support offering to the VCSE sector, seeking and responding to feedback, forging and preserving productive relationships across the sector including to our key stakeholders: membership organisations, funders, delivery partners, supply chains and public sector representatives.
2. Maintaining regular and impactful communications with VCSEs and other stakeholders, assessing their needs, harnessing their influence and holding their interest so their engagement with Action Hampshire is maximised.
3. To oversee, promote and monitor the Action Hampshire membership base and offering, ensuring the membership remains relevant and is valued.
4. To manage the delivery of funded projects, ensuring contractual KPIs and funding requirements are met.
5. As part of the Senior Leadership team, to identify and secure funded work that supports the strategic aims of Action Hampshire, both taking the lead and providing support with bid writing activity and income generation tasks.
6. As part of SLT, to ensure cost effectiveness of Action Hampshire's operations.
7. To manage staff, providing and modelling excellent leadership, specifically ensuring:
 - a. staff understand what is expected of them
 - b. staff understand the wider internal and external environment which may affect their work
 - c. regular supervision, staff appraisal and informal managerial support are provided
 - d. staff development needs are identified
 - e. staff contribute to creating a culture of continuous learning
8. Undertaking research, engagement and analysis to ensure Action Hampshire has an accurate picture of the VCSE Sector.
9. To lead and develop other areas of work as identified by the Board and Senior Leadership Team at Action Hampshire.

This is a description of the job as it is presently constituted. It is the practice of Action Hampshire to periodically review job descriptions and to update them. This process will be conducted in consultation with you. It is the aim of the organisation to reach agreement on any changes but if agreement cannot be reached, the organisation reserves the right to insist on such changes to your job description, after consultation with you.

Person Specification

Education/Training/Qualifications

- No specific qualification is required, but evidence of recent continuing professional development relevant to the post e.g. management and leadership; monitoring and evaluation and or equivalent work experience in related field.

Essential skills and experience

- Excellent communication and interpersonal skills, and proven ability to communicate effectively, both verbally and in writing, at all levels
- Proven track record of fundraising in a range of different sources.
- Generating income for VCSEs, including bid and contract writing
- Mobilising and managing funded programmes
- Developing positive and productive partnerships both within the VCSE Sector & across Sectors
- Understanding of the environment & regulatory frameworks in which VCSEs operate in 2022
- Experience with diverse fundraising and income generation opportunities for VCSEs
- Experience in a range of and use of digital technology
- Effective use of IT, including Microsoft Office programmes
- Organisation, project management and planning skills
- Presentation skills, verbal and digital
- Leadership and management of staff and/or volunteers
- A demonstrable commitment to equality, diversity and inclusion for all.

Desirable

- Skills in research and analysis of information
- Financial and budgeting skills
- Knowledge and experience of using Salesforce Customer Relationship Management system

Personal Attributes:

- Comfortable using your own initiative.
- Positive, professional and honest.
- Flexible and adaptable.
- Dynamic and innovative