



Sefton CVS
Supporting Local Communities

JOB DESCRIPTION

Job Title: **Volunteer Development Officer – Brighter Living Partnership**
Contract: Fixed term to 31st March 2026 – in the first instance.
Salary: £23,541 per annum
Benefits: 26 days annual leave (29 after 5 years’ service) plus bank holidays.
 Flexible Working.
 Company pension scheme with contributions of 6%.
 24/7 Employee Assistance Programme.
 Life Assurance.
 Income protection scheme.

Location: Southport Community Centre, Norwood Road and community based.

Hours: 35 hours per week (full time)
Responsible to: Brighter Living Partnership Manager

Job Purpose:

- To support Brighter Living Partnership in developing informal and formal volunteering opportunities, responding to the needs of local areas and residents within the borough of Sefton.
- To provide a range of support and development interventions through the utilisation of a variety of platforms, and take the lead within Brighter Living Partnership in recruiting, deploying and retaining volunteers working to national best practice standards.
- To coordinate Brighter Living Partnership services that utilise volunteers such as shopping and befriending services, linking clients with volunteers and supporting the smooth operation of these projects.



Main Duties and Responsibilities:

- Coordinate and support volunteers to contribute to the running of different activities within Brighter Living Partnership such as our shopping service, men's befriending project and community groups and activities within Southport Community Centre.
- To take the lead in the development of recruiting, deploying and retaining volunteers, including delivering training, sharing best practice manuals, policies, role descriptions etc.
- To identify, develop and support new areas of volunteering and social action at Brighter Living Partnership, that contributes towards local priorities and that has demonstrable impact.
- To produce content and update the Brighter Living Partnership website and social media channels to promote current volunteer vacancies and priorities.
- Host regular development sessions with volunteers including drop in support sessions, development workshops, training courses and volunteer forums, as appropriate to the needs of the organisation and the volunteers we support.
- To share opportunities on the local volunteering brokerage system, promote its use in marketing volunteer opportunities, and provide support to volunteers and individuals wishing to use this platform.
- To support the Brighter Living Partnership Manager and other colleagues in developing and implementing project development plans that require the use of volunteers.
- Liaise with other organisations to provide support and guidance around volunteering best practice and ensuring groups and activities within the community have a steady supply of volunteers.
- Work proactively with Brighter Living Partnership colleagues and other key partners in identifying emergent local priorities and developing resilient services to meet needs of local people.
- Prepare monitoring and performance reports in line with requirements from Brighter Living Partnership and our funders.
- Carry out other duties as required that are in line with the main duties and responsibilities of this post. 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 Brighter Living Partnership, but permission will be sought from funders beforehand.

General

You will be required to participate in staff development and use all relevant learning opportunities to improve personal skills.

You will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

Where the job involves engaging in regulated activity, the successful candidate will be required to undergo a Disclosure and Barring Service (CRB) enhanced check before appointment is confirmed.

Confidentiality

You must maintain the confidentiality of all information and records relating to the work of Sefton CVS, in accordance with the organisation's procedures and policies.

Hours of Work

You must be prepared to work flexible hours, in line with the requirements of the post. This may involve some evening and occasional weekend work, for which time off in lieu will be granted, subject to Sefton CVS's policies and procedures and prior agreement with the line-manager.

Pension

A Group Pension scheme is in operation and Sefton CVS contributes 6% on behalf of all employees who have opted to join the scheme.

Annual Leave & Public Holidays

The annual leave entitlement is 26 days (29 days after 5 years) plus normal Bank & Public Holidays. The organisation reserves the right to close over the Christmas period.

Employee benefits include; Health and Wellbeing package, Income Protection and Life Assurance.



Equal Opportunities

Sefton CVS is an inclusive employer and is committed to a programme of action to make the Equality, Diversity and Inclusion policy, effective.

Navajo Charter Mark (LGBTIQA+)

Sefton CVS is committed to being an LGBTIQA+ friendly employer and provider of services.

In recognition of this, we were awarded the Navajo Charter Mark for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTIQA+ people within our communities.



Sefton CVS actively encourage and welcome people from LGBTIQA+ communities to apply for our job vacancies.

Disability Confident Employer

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.



What we mean by disability: The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Guaranteed Interview: The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

How to apply: If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.

Additional Information

Unfortunately, owing to the number of applications received, it is not possible to offer individual feedback to candidates who have not been shortlisted.

If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.



PERSON SPECIFICATION

You will need to demonstrate that they have the skills and experience in each of the following areas and will be required to respond to each of the requirements listed below.

Essential Requirements

- Experience of working with volunteers and/ or volunteer deploying organisations.
- Excellent organisation, communication, and presentation skills.
- Proficient in using Microsoft Office, websites, and use of social media.
- Ability to network and build effective relationships.
- Experience of monitoring and writing reports.

Desirable Requirements

- Relevant qualification(s) or personal experience working with VCF sector organisations and local communities.
- Experience of development work with or within the VCF sector.
- Experience of supporting/ organising community and fundraising events.
- Experience of designing and/ or delivering short course training.

Common Requirements that are essential for all Sefton CVS posts

Personal Skills

- High levels of emotional intelligence.
- Ability to use own initiative.
- Self-motivated and resilient.

Communication Skills

- To effectively communicate with different groups and individuals in various situations.

Interpersonal Skills

- To be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals and also to promote the reputation of Sefton CVS.

Organisational Skills

- To be able to plan and organise your own workload and manage your time.
- To be able to set up and maintain appropriate systems for the management and accurate recording of your work and the progress of others.



Team Working

- To be able to contribute to the Sefton CVS team and its overall effectiveness.
- To share skills, expertise and ideas with other CVS projects.

Information & Communication Technology

- Fully IT literate; to be able to use Microsoft Office software such as Outlook, Zoom, Word and Excel independently and effectively.

Equal Opportunities

- To be committed to and understand equality, inclusion and diversity practice and implementation in the workplace.