



shropshire infrastructure partnership

strengthening the voluntary sector together



Information for candidates applying for the roles of:

Infrastructure Development Team Leader
Volunteer Outreach Officer (2 posts)
Funding and Grants Officer



SETTING THE SCENE

SHROPSHIRE INFRASTRUCTURE PARTNERSHIP

Shropshire Infrastructure Partnership (SIP), is a well-established, unconstituted partnership of Qube, Energize, Shropshire RCC and Shropshire Youth Association and collectively we have been delivering infrastructure support to the voluntary sector in Shropshire for more than 20 years.

Our aims are to:

- Improve the lives of people living and working in Shropshire
- Support and encourage community-led action and strong local governance
- Strengthen the long-term sustainability of local community life

Together we offer services to build a well-informed, vibrant and sustainable voluntary and community sector, equipped to address local needs whilst also able to benefit from funding, campaigns and initiatives at both local and national level.

The pandemic has highlighted voluntary activity and its importance to communities, and local support has never been more needed than in recent times. We have been working throughout the pandemic with embryonic and established local groups across Shropshire to help them operate successfully and meet local need.

ABOUT SHROPSHIRE RURAL COMMUNITIES CHARITY (RCC)

Shropshire RCC is committed to making Shropshire a great place for everyone to live, no matter what challenges they face, by building communities that are stronger and more self-sufficient.

For almost 60 years we have been working county-wide with local people to develop and deliver practical solutions to rural problems. We seek to reduce the disadvantage that can result from living in a rural area, such as poor access to services and support, and greater vulnerability to isolation, poverty and poor health. We support around 5,000 beneficiaries a year, directly or indirectly, and ranging from a small amount of assistance/advice to a regular and sustained involvement. We deliver our work through a variety of projects under three strategic headings:

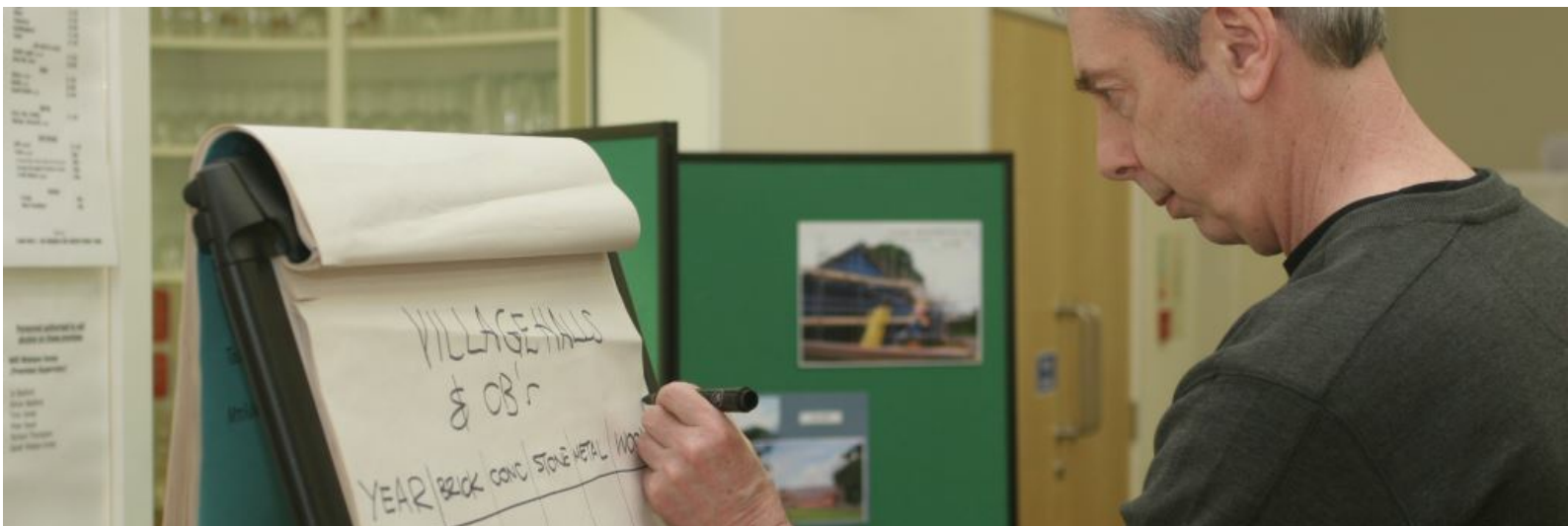
- Reducing loneliness and isolation
- Relieving poverty – particularly fuel poverty
- Helping communities to help themselves

ABOUT QUBE-OCA

Oswestry Community Action, otherwise known as Qube, is a charity and company limited by guarantee. Our purpose is to serve the community through the main service areas of community transport, arts, volunteering, prevention and well-being, shopmobility and learning.

Qube has a community building with a variety of functions such as an art gallery, rooms to hire and an information point.

Qube Volunteer Centre helps people into volunteering by providing information on volunteering opportunities, advice for individuals and on-going one to one support. We also provide support for other volunteer involving organisations on all aspects of volunteering including training, advice and recruitment.



WHAT WE ARE LOOKING FOR:

SIP has secured funding to recruit an Infrastructure Support Team to provide advice and practical support, so these organisations and the voluntary sector in Shropshire can grow and thrive. We are now looking for four new Team members who, between them will have:

- A good knowledge of the voluntary sector, current issues and developments.
- An understanding of volunteering, ideally from being a volunteer
- A commitment to partnership working to operate effectively with a range of other organisations.
- Training and community development skills
- Experience of successfully applying for funding and grants
- Good IT and administrative skills

INFRASTRUCTURE DEVELOPMENT TEAM LEADER

Starting salary £27,714 pa (full time salary)

Hours: Up to 37 hours per week

Covering all Shropshire. Shrewsbury-based with Shropshire RCC. This role includes a wide variety of duties to support the development of infrastructure support in Shropshire including:

- Leading the Team to deliver high quality infrastructure support to VCS groups in Shropshire to achieve the required outputs and outcomes within budget
- Advising local VCS groups and social enterprises on a range of legal structures, policies and charity registration issues.
- Providing assistance, or signposting to mentoring support, with other organisational development.
- Developing and delivering a training programme to meet identified training needs in the sector, including commissioning external trainers where required
- Raising the profile of the Partnership and the services provided

VOLUNTEER OUTREACH OFFICER - 2 POSTS

Post 1: Shrewsbury based with Shropshire RCC and a Central and South Shropshire remit

Post 2: Oswestry based with OCA and a Northern Shropshire remit

Salary £23,080 pa (full time salary)

Hours: Up to 37 hours per week

These varied and interesting jobs will include:

- Promoting volunteering and providing access to volunteering information for local people
- Matching potential volunteers with suitable volunteering opportunities
- Developing relations with local voluntary and community groups and supporting volunteer managers
- Providing advice, support and training to local groups about recruiting and retaining volunteers

FUNDING AND GRANTS OFFICER

Salary £23,080 pa (full time salary)

Hours: Up to 37 hours per week

Covering all Shropshire. Shrewsbury-based with a Shropshire RCC. This role will be the funding expert within the Infrastructure Support team:

- Providing information and expertise about funding opportunities available to VCS organisations and social enterprises in Shropshire, and
- Working with funders to ensure that Shropshire groups have the best chance of success in their applications.
- Promoting and administering the VCS Covid-19 Recovery Funding, and other grants for small groups available through Shropshire RCC

JOB DESCRIPTION - Infrastructure Development Team Leader

Responsible to: Chief Executive RCC (day to day) and SIP Steering Group (overall project delivery)

Responsible for: Team leadership of 3 x other staff employed in this service
Managing arrangements of external Trainers and Consultants as required

Job Purpose: To deliver infrastructure support to local voluntary and community sector (VCS) groups and social enterprises to enable them to develop and thrive to support the communities they serve effectively and sustainably.

Key activities

- Formulate a detailed work plan for the implementation and promotion of the infrastructure service and oversee and manage the service within the set outputs, outcomes and budget.
- Undertake a Training Needs survey of local VCS organisations to plan a SIP Training Programme.
- Advise local VCS groups and social enterprises on a range of legal structures, policies and charity registration issues. Assist groups/committees with choosing the most appropriate structures for developing their organisation and assist with their registration process as required.
- Provide assistance, or signpost to mentoring support, with writing business plans; fundraising strategies; quality assurance; policies and procedures; and other organisational development required by organisations.
- Deliver a training programme to meet identified training needs in the sector. Where training is outsourced, commission appropriate trainers to deliver relevant training courses in accordance with the training needs identified.
- Assist VCS organisations with planning and implementing monitoring, reviewing and evaluation of their work; Support VCS organisations with measuring and communicating impact.

Monitoring and Evaluation

- Contribute to meeting contractual and other key targets and outcomes, collecting and collating data as required.
- Record monitoring information, regularly review progress of current projects, and prepare written evaluation reports for funders and partners on behalf of SIP

General

- Be aware of local and national initiatives and how these relate to local issues and be able to advise and disseminate relevant information to the local VCS.
- Participate in individual supervision and annual appraisal meetings with line manager.
- Participate in the wider work of Shropshire RCC and SIP as required.

Particular duties and responsibilities may vary from time to time without changing the general character of the role or level of responsibility entailed. The post holder may therefore be required to pursue activities other than those specified above, within the remit of the post.

JOB DESCRIPTION - Volunteer Brokerage Officer

Responsible to: Chief Executive RCC (day to day) and SIP Steering Group (overall project delivery)

Job Purpose: To harness the enthusiasm, goodwill and interest of Covid-19 volunteers in Shropshire and manage a transition into new longer-term volunteer roles.
To promote volunteering and encourage new volunteers to come forward for the benefit of Shropshire VCS organisations and communities
To promote good practice in volunteer management in VCS organisations

Key activities

1. Manage exit arrangements for Covid-19 volunteers so that volunteer commitment remains. Plan and deliver the legacy from the programme including formal thanking, closure and retention of details/signposting to other opportunities.

Shropshire RCC led on the recruitment of volunteers for the Vaccination Centres and Lateral Flow centres on behalf of NHC and Shropshire Council. Over 1400 volunteered, 840 were deployed and actively volunteered. Retaining the remaining volunteers and re-engaging the ones who have recently left with different opportunities is essential.

2. Volunteer brokerage for VCS and Statutory organisations

- Work with multiple agencies across different sectors to establish good working relationships and influence decisions about volunteering
- Keep up to date with legislation and policy related to volunteering. Update and maintain internal volunteering policies and procedures consistent with a well-run Volunteer Centre for Shropshire RCC
- Research and write volunteer policies and procedures, including risk assessments, to share as good practice examples with organisations using volunteers.
- Offer advice and information to volunteers and external organisations through face-to-face, telephone, and digital contact
- Build a databank of volunteering opportunities available locally and liaising with VCS and public sector partners in need of volunteers.
- Promote volunteering through recruitment and publicity strategies. Organise profile-raising campaigns to attract new volunteers
- Interview and recruit volunteers and ensure they are appropriately matched and signposted for a position (and moving volunteers where required)
- Ensure there is appropriate support and training for volunteers either with host organisations or through organising external training
- Be the main point of contact for volunteers, ensuring effective communication and enquiries are dealt with in a timely manner. Conduct 6 and 12 weekly check ins with all new volunteers to ensure they are enjoying their volunteering experience/highlight any areas for development
- Signpost/organise support for those who want to progress from volunteering into paid employment

3. General

- Contribute to meeting contractual and other key targets and outcomes, collecting and collating data as required.
- Monitor and evaluate activities and write reports for funders and trustees
- Maintain databases and undertake any other administrative duties.
- Participate in individual supervision and annual appraisal meetings with line manager.
- Participate in the wider work of Shropshire RCC as required.

Particular duties and responsibilities may vary from time to time without changing the general character of the role or level of responsibility entailed. The postholder may therefore be required to pursue activities other than those specified above, within the remit of the post.

JOB DESCRIPTION - Volunteer Brokerage Officer (Oswestry based)

Responsible to: **Chief Executive OCA (day to day) and SIP Steering Group (overall project delivery)**
This role will work very closely with the other partners of SIP, primarily the Rural Communities Charity (RCC) who are the lead body for the project. This role, together with 3 others employed at RCC, will form a team delivering infrastructure support across Shropshire.

Job Purpose: To promote volunteering and encourage new volunteers to come forward for the benefit of Shropshire VCS organisations and communities
To promote good practice in volunteer management in VCS organisations

Key activities

1. Volunteer brokerage for VCS and Statutory organisations

- Work with multiple agencies across different sectors to establish good working relationships and influence decisions about volunteering
- Keep up to date with legislation and policy related to volunteering. Update and maintain internal volunteering policies and procedures consistent with a well-run Volunteer Centre for Qube.
- Research and write volunteer policies and procedures, including risk assessments, to share as good practice examples with organisations using volunteers.
- Offer advice and information about volunteering to volunteers and external organisations through face-to-face, telephone, and digital contact
- Maintain the Qube Volunteer Plus database, adding new organisations and volunteering opportunities as well as keeping current contacts up to date.
- Promote volunteering through recruitment and publicity strategies. Organise profile-raising campaigns to attract new volunteers
- Interview and recruit volunteers and ensure they are appropriately matched and signposted for a position (and moving volunteers where required)
- Ensure there is appropriate support and training for volunteers either with host organisations or through organising external training
- Be the main point of contact for volunteers, ensuring effective communication and enquiries are dealt with in a timely manner. Conduct 6 and 12 weekly check ins with all new volunteers to ensure they are enjoying their volunteering experience/highlight any areas for development
- Signpost eligible prospective volunteers to BBO which gives support for those who want to progress from volunteering into paid employment

2. General

- Contribute to meeting contractual and other key targets and outcomes as part of the Team, collecting and collating data as required.
- Monitor and evaluate activities and write reports for funders and trustees
- Maintain databases and undertake any other administrative duties.
- Participate in individual supervision and annual appraisal meetings with line manager.
- Participate in the wider work of Qube as required.

Particular duties and responsibilities may vary from time to time without changing the general character of the role or level of responsibility entailed. The post holder may therefore be required to pursue activities other than those specified above, within the remit of the post.

JOB DESCRIPTION - Funding and Grants Officer

Responsible to: **Infrastructure Team Leader (day to day)**
Chief Executive RCC (Grant administration)

Job Purpose: The role of Funding Officer is to be the funding expert within the Infrastructure Support team. The role is a member of the Infrastructure Support Team, alongside the Volunteering Team and the Infrastructure Team Leader, to provide information and expertise about funding opportunities available to VCS organisations and social enterprises in Shropshire.
The Funding and Grants Officer will also be responsible, with the Chief Executive, for the administration of VCS Covid-19 Recovery Funding and other grants for small groups available through Shropshire RCC

Key activities

Funding Advice

- Research opportunities for grants available locally and nationally which are available for Shropshire groups. Keep up to date with funders and funding criteria and maintain information. Where practicable, attend funders' briefing sessions.
- Assist VCS organisations to identify their funding requirements, identify a range of sustainable funding options to generate income, and help develop funding strategies. Provide information advice and support on all aspects of developing successful funding applications, including budgeting and the monitoring requirements of funders.
- Build a mailing list of groups seeking funding and circulate information to them on a regular basis as funding opportunities arise.
- Run funding searches on behalf of voluntary and community groups looking for funding, either as a one-to-one session or when a Project Search form is received.
- Provide practical support to local groups on appropriate funding opportunities and their criteria by reviewing draft funding proposals and offering feedback.
- In conjunction with the Infrastructure Development Officer arrange a programme of training for organisations in fundraising topics.
- Track the progress of applications of third sector organisations which have received assistance in order to measure the value of funds secured

Grant management and fund administration

- Publicise information about grant availability through the Covid-19 Recovery Fund and other funds administered by Shropshire RCC to encourage applications
- Respond to queries about eligibility and project suitability for applying to the Funds
- Engage in associated activities which may occur both pre- and post-award including providing advice, liaising and applicants/grantees on any aspects of their applications.
- Ensure that applications received are complete with all necessary attachments and enclosures. If necessary, follow up to pre-empt questions that the grant panel are likely to ask
- Make all the arrangements for quarterly grant panels – prepare agenda, prepare a summary of grant applications for panel to consider, send out papers and present the applications to the committee. Minute decisions taken. Carry out any follow-up work required by the committee and report back at the next meeting.
- Write to applicants to inform them of the outcome of their applications including sending out grant agreements if required and advising them of any conditions attached to funding. If appropriate, provide feedback to unsuccessful applicants
- Raise grant payments for authorisation and liaise with the Finance Team regarding payments.
- Maintain CRM records related to grant applicants and awarded projects including ensuring that reports are submitted by grant recipients within the 12-month timeframe.
- Draft impact reports for the funders including researching case studies of successful projects.

Funding and Grants Officer job description continued...

General

- Monitor and evaluate activities and write reports for funders and trustees
- Participate in individual supervision and annual appraisal meetings with line manager.

Particular duties and responsibilities may vary from time to time without changing the general character of the role or level of responsibility entailed. The post holder may therefore be required to pursue activities other than those specified above, within the remit of the post.



Closing date for applications:

25th August 2021

Application process:

Interviews will take place in early September

For an informal conversation about the roles please contact:

Julia Baron on 01743 360641 or Laurel Roberts on 01691 656882

Application forms can be downloaded from:

www.shropshire-rcc.org.uk/about-us/working-for-us or www.qube-oca.org.uk/working-at-qube