

10 February 2021

Dear Applicant

RE: Position of Fundraising and Grants, Trust Officer

Thank you for your interest in the above post. Please find enclosed:

1. This Application Letter
2. Guidance Notes
3. How to Apply
4. Job Description
5. Person Specification
6. Summary of Terms and Conditions
7. VCS Background Information
8. Protection of Children and Vulnerable Adults Information
9. Equality & Diversity monitoring form, which can also be downloaded from our website at <http://vcsutton.org.uk/about/our-vacancies/>
10. Equality & Diversity statement

Please read the **Guidance Notes** carefully before submitting your application. The deadline for receipt of applications is midnight **Friday 12th March 2021**. Interviews for the shortlisted candidates will be held from Thursday 18th March 2021. If you have not heard from us by 25th March 2021, assume you have not been shortlisted. Unfortunately, we are unable to respond to all applicants for feedback on applications.

I shall look forward to receiving your CV, a brief supporting statement and Equality & Diversity monitoring form.

Yours faithfully,

Anita Maullin

Chief Executive

GUIDANCE NOTES

Please read these guidance notes before submitting your application.

The CV and supporting statement are essential parts of the recruitment process as they are used to decide who will be shortlisted for interview. Please ensure, therefore, that you read the Job Description, Person Specification and these notes carefully before submitting your application.

Job Description

The Job Description contains details of the duties and responsibilities of the post for which you are applying. These are outlined as comprehensively as possible to give a clear idea of what will be required of the post holder.

Person Specification

The Person Specification lists the requirements of the post, in terms of experience, knowledge, skills and abilities. These are the criteria used in deciding who will be called for interview. It is therefore vital that you consider the requirements listed in the Person Specification when writing your supporting statement and that you demonstrate how your skills and experience meet these requirements.

Equality & Diversity Monitoring

This form is used to assess whether our advertising is reaching all sections of the community. It plays no part in the recruitment process. The monitoring form is anonymous and is separated from your application on arrival at the Centre. We would be grateful if you could complete this form and return it with your CV and supporting statement.

HOW TO APPLY

Your application should comprise:

- **A mandatory supporting statement of no more than 600 words.**

This is your opportunity to tell us why you want to join Volunteer Centre Sutton in this post and what makes you a good candidate for the job. Complete this statement as per the Person Specification e.g. points 1-12. Relate your skills, knowledge and experience to the criteria listed as fully as possible with reference to your paid and/or unpaid work experience, training and qualifications as appropriate. Due to possible high number of applications we reserve the right to not consider applications which do not specifically address the points in the Person Specification in order.

- **A full CV**

Please include your educational and professional qualifications, a full employment history highlighting key responsibilities and relevant achievements, including dates and reasons for any gaps in employment, and any voluntary experience you have had.

- **A short covering letter including the details of two referees, one of which should be your current employer.**

As well as your own contact details, please include each referee's name, role and organisation, relationship to you, how long they have known you, address, contact number and email address. Referees will not be contacted unless you are offered the role. Details of referees are held in the strictest confidence.

NB:

- Please give details of whether you have a prosecution pending or have you ever been convicted by a court or cautioned by the police for any offence. If so, please send details alongside your application in a confidential attachment. This will only be opened by the Chair of the Interviewing Panel if the candidate is shortlisted. Disclosure will not automatically disqualify you from consideration for this post.
- Volunteer Centre Sutton supports "positive action" in employment for disabled people and operates a guaranteed interview scheme. (All disabled people who meet the minimum requirements for the job will be guaranteed an interview). If you wish, please indicate if you are disabled and wish to take advantage of this scheme.

Applications should be emailed to Anita Maullin at anitamaullin@vcsutton.org.uk ,
Volunteer Centre Sutton, Market House, 216-220 High Street, Sutton, SM11NU

THE DEADLINE FOR APPLICATIONS is midnight Friday 12th March 2021

Job Title	Fundraising & Grants, Trusts Officer	Hours	Zero hours contract - flexible hours when required, subject to funding
Salary	Negotiable, dependent upon experience (including Outer London Weighting)	Location	216-220 High Street, Sutton Surrey SM11NU Home based working available
Reports to	Chief Executive		
Main Purpose and Scope of the Job	The post holder will identify grant and trust opportunities, working with the senior leadership team and support the completion of applications for grants and trusts, including supporting the senior management team to identify and evidence research and sustainable future funding sources.		

Main Duties and responsibilities	The main duties of the post are to:		
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1.	Research Potential funders and Identify key Grants and trusts		
	<ul style="list-style-type: none"> ■ Working with the management team, identify and agree specific grants for applications of funding ■ Research prospective donors ■ Create a strong fundraising message that appeals to potential donors ■ Identify gaps of evidence and collate information ■ Provide insight to the management on the opportunities for funding in the long and short term 		
2.	Complete Grant and Trust forms		
	<ul style="list-style-type: none"> ■ Write and edit funding applications on time and to a high standard. ■ Working with the management team submit grant and trust applications 		
3.	Funding Tracking and Administration		
	<ul style="list-style-type: none"> ■ Develop and maintain records of applications made. ■ Producing progress reports for the board. ■ Be responsible for the timeliness of updating all administration and all records relating to your role. ■ Ensure the accurate recording of all activity undertaken. 		

Other duties of the post are:	
4.	<p>Vision and Mission.</p> <ul style="list-style-type: none"> ■ Embrace the spirit of Volunteer Centre Sutton’s Vision to ‘To Inspire Community’ ■ Support the delivery of our mission ‘To release the inherent value held within communities by inspiring volunteering’ ■ Deliver against the outputs and outcomes of Volunteer Centre Sutton Strategic plan and delivery plan. ■ Be responsible for the development and constant updating of your own personal work plan, linked to Volunteer Centre Sutton’s delivery plan, in agreement with your line manager
	<p>Marketing & Events</p> <ul style="list-style-type: none"> ■ Market and promote the services and projects of Volunteer Centre Sutton in line with Volunteer Centre Sutton Marketing Strategy ■ Develop and Support key Volunteer Centre Sutton Events including Volunteers week, Student Volunteers Week, Trustees week as required. ■ Identify and develop Brokerage branding and publicity materials in line with our Marketing strategy
5.	<p>Staff Training & Meetings.</p> <ul style="list-style-type: none"> ■ Attend appropriate training and staff meetings as required. ■ To be personally responsible for all personal professional development
6.	<p>Supervision & Appraisal.</p> <ul style="list-style-type: none"> ■ Keep the Line Manager updated on all aspects of the job description through supervision and appraisal. ■ Positively engage in all supervision and appraisal meetings for the benefit of all Volunteer Centre Sutton’s activities and events.
7.	<p>Teamwork.</p> <ul style="list-style-type: none"> ■ Work as part of the Volunteer Centre Sutton’s team, positively contributing to Volunteer Centre Sutton life.
8.	<p>Equality & Diversity.</p> <ul style="list-style-type: none"> ■ Work within Volunteer Centre Sutton’s Equality & Diversity Policy at all times, promoting anti-discriminatory practice across the whole organisation.
9.	<p>Other Duties.</p> <ul style="list-style-type: none"> ■ Undertake other such duties within the competence of the post holder which may be reasonably required from time to time.

Please Note: Duties outlined in this Job Description may be reviewed and amended from time to time in consultation with post holder

Person Specification

Criteria	Essential	Desirable	Tested
Experience	Proficient with using MS packages including Word, Excel, Outlook, as well as with databases		Application
	Proven track record in securing funding for small or medium sized charities.	4 years experience of proven secured funding	Application/ Interview
	Ability to plan and manage applications, Grants and Trusts.		Application/ Interview
	Knowledge of the funding landscape and requirements of funders.		Application/ Interview
	Good attention to detail and ability to proofread content.		Application Interview
Skills and Personal Attributes	Ability and enthusiasm for working independently.		Application Interview
	Good data management skills and a high attention to detail, required to collate, analyse and disseminate information		Application
	Interest in the issues and challenges facing vulnerable people and the Voluntary sector in the UK.		Interview
	Good team player		
	Knowledge and understanding of boundaries of strict Confidentiality in a community-based setting		
Other job related requirements	Ability to work flexibly and potentially out of hours		Application

BACKGROUND INFORMATION

Volunteer Centre Sutton (VCS) is the operational name of Sutton Borough Volunteer Bureau (SBVB) and is located at 216-220 Market House, Sutton, Surrey SM1 1NU. Phone: 020 8661 5900. Email: hello@vcsutton.org.uk

Legal Status

SBVB was established in 1965 as part of Sutton Centre for the Voluntary Sector (SCVS) and became an independent charity; No. 1048978 as a Charity Incorporated Organisation. CEO19319.

Volunteer Centre Activities

Volunteer Centre Sutton provides the infrastructure for volunteering in our local community. We inspire individuals to volunteer and connect them to inspiring volunteering opportunities locally, working with over 500 Voluntary & Community Organisations (VCO's) and supporting over 1500 residents to volunteer each year. We believe there's so much inherent value held within communities, and it's our mission to release it by inspiring people in the London Borough of Sutton to give of their time and talents to help others.

Volunteer Centre Sutton (VCS) delivers five core functions, as identified by NCVO, namely:

- 1) **Brokerage** - A signposting and matching service for volunteers and VCO's. We offer information and advice to volunteers about the thousands of volunteering opportunities available locally, ensuring the supply of volunteers is consistent with the demand. We support volunteers who have additional needs and ensure VCO's are resourced with the right volunteer for their work in the community. Post Covid we are looking at how we support services to redesign their work.
- 2) **Good Practice Development** - Because volunteers are such a valuable resource, we provide Good Practice volunteering infrastructure, ensuring volunteers are supported, respected and valued for their contribution. Principally we achieve this by embedding the Volunteer Management Charter into VCO practices. We support and resource VCO's to be 'Experts in Volunteering' and ensure practices in relation to volunteering are completed within legal and best practice boundaries. We mediate and support VCO's and individuals with issues surrounding their volunteering.
- 3) **Volunteering Development** - We support VCO's in developing volunteering opportunities in a variety of contexts. This may be to grow their impact and reach around a specific area of work. It may be in relation to developing a funding bid that will require a new volunteering role for them, including volunteer recruitment targets. We help develop person specifications, role descriptions, supervision structures and full cost recovery models associated with managing and coordinating volunteers.
- 4) **Policy Response and Campaigning** - We are the voice of volunteers locally, we respond to issues that are effecting the use of volunteers and advocate for fair and right treatment of volunteers. Recent examples include the 'Work Fare' programme, which sought to force unemployed individuals to volunteer in order to claim benefits. We have successfully

engaged with a national campaign to 'Keep Volunteering Voluntary' and ensured that no individuals are forced to volunteer in Sutton. We also play an important role in leading the way in thanking volunteers locally.

5) **Strategic Development of Volunteering** - We play a vital role in collecting and collating data with regards to volunteering. We analyse trends and significant changes in the volunteer market and then inform and enable VCO's to respond accordingly. Strategic development of volunteering plays a crucial role in the continual stimulation of volunteers coming into the market, and ensures volunteering opportunities remain relevant to their community.

VCS holds: The Queens Award for Voluntary Service (an organisational MBE), Investing in Volunteers; Positive About Disability, Volunteer Centre Quality Accreditation (VCQA) & Centre for Excellence and Outcomes (C4EO).

VCS also play a significant role in delivering projects to meet identified unmet need in the community, these include:

- **MAPS – Mentoring, Advocacy and Peer Support** delivers training, support and supervision for volunteer mentors to enable them to support vulnerable children or young people, as well as an independent advocacy service to young people in care and those subject to a child protection plan.
- **Sutton Befriending** is aimed at reducing social isolation and loneliness of older people and vulnerable adults who are able to make a friendship relationship with a volunteer befriender. Recent expansion has enabled us to offer group activities to provide support and reduce loneliness and isolation.
- **Citizen's Commissioning** enables local residents to have a voice in public sector commissioning activity, ensuring services provided for local people represent the best outcomes and value for residents.
- **Covid** pandemic - we have supported over 1500 volunteers into various placements across Sutton, recruited over 2,000 residents to volunteer and delivered direct support to help those most in need. This included food and essentials, shopping, Weekly Befriending to residents, delivery of PPE equipment and recently supporting the Vaccination roll out across the borough.

Partners and Networks

VCS networks with a wide range of voluntary, statutory and private sector organisations to develop partnerships that enable the growth and development of volunteering in the community we serve. We identify voluntary opportunities recruit and place volunteers and our Good Practice service supports volunteer managers in organisations in the development of volunteer management.

VCS works closely with the other voluntary sector infrastructure organisations locally such as Sutton Centre for the Voluntary Sector (SCVS) and the Sutton Together Consortium and with the London Borough of Sutton as part of the local Compact steering group. Nationally, VCS is a member of NCVO (The National Centre for Voluntary Organisations) and GLA (Greater London Authority) London Plus.

PROTECTION OF CHILDREN

AND

SAFEGUARDING VULNERABLE ADULTS

The job for which you are applying involves substantial opportunity for access to vulnerable adults. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as "spent" under this Act, and any cautions or bind-overs. Please provide details in a sealed envelope when you submit your application, including approximate date, the offence and the court or police force which dealt with the offence. This envelope will only be opened by the Chair of the Interviewing Panel if the candidate is shortlisted. Disclosure will not automatically disqualify you from consideration for this post. Information for candidates who are not shortlisted for the post will be destroyed without being opened. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

The disclosure of a criminal record, or other information, will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to the Volunteer Centre Sutton's Equality & Diversity policy.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

Volunteer Centre Sutton is also entitled, under arrangements introduced for the protection of children and vulnerable adults, to check with the Disclosure and Barring Service (DBS) for the existence and content of any criminal record of the successful applicant.

A DBS check will not be made without your consent, although you should be aware that refusal to give your consent to a DBS check could result in an offer of appointment being withdrawn.

Equality and Diversity Monitoring Form

Equality & Diversity monitoring form can be downloaded from our website at <http://vcsutton.org.uk/about/our-vacancies/>

EQUALITY & DIVERSITY STATEMENT

Volunteer Centre Sutton:

ACCEPTS that in society certain groups or individuals are denied equality on the grounds of race, gender, marital status and civil partnership, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation and religion or belief or any other factor irrelevant to the purpose in view.

WELCOMES and complies with the statutory requirements laid down in:

- the Equality Act 2010;
 - the National Minimum Wage Act 1998;
 - the Human Rights Act Nov 1998;
 - the Gender Recognition Act 2004;
 - the Sex Discrimination Act 1975, as amended; *
 - the Disability Discrimination Act 2005; *
 - the Employment Equality (Age) Regulations 2006; *
 - the Rehabilitation of Offenders Act 1974;
 - the Chronically Sick and Disabled Persons Act 1970 and 1986 amendment;
 - the Asylum & Immigration Act 1996;
 - the codes of practice of the Equality and Human Rights Commission (EHRC)
- * Complies with such provisions as remain in force following the introduction of the Equality Act 2010

RECOGNISES that it has moral and social responsibilities that go beyond the provisions of the above-mentioned Acts and Regulations, and that it should support and contribute to the wider process of change through all aspects of its work and practices in order to eliminate discrimination and promote equality and diversity.

IS COMMITTED to taking positive steps to ensure that:

- All people are treated with dignity and respect, valuing the diversity of all.
- Equality of opportunity and diversity is promoted.
- Services are accessible, appropriate and delivered fairly to all.
- The mix of its employees, volunteers and management committees reflects, as far as possible, the broad mix of the population of Sutton.
- Traditionally disadvantaged sections of the community are encouraged to participate in policy decisions about, and the management of the services provided.