



Volunteer Centre Sutton
Market House, 216-220 High Street
Sutton
Surrey SM1 1NU

Telephone: 020 8661 5900
Email: hello@vcsutton.org.uk

www.vcsutton.org.uk

Dear Applicant

RE: Position as Young Person Development 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 **Sunday 31st October 2021**. Interviews for the shortlisted candidates will be held from Monday 8th November 2021. If you have not heard from us by 15th November 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.

Yours faithfully,

Anita Maullin
Chief Executive





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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. 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 and is not mandatory. The monitoring form is anonymous and is separated from your application. We would be grateful if you could complete this form.

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.
- **A full CV** including 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 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,





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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 is committed to equality of opportunity, supports and encourages under-represented groups and values diversity. We seek people from a wide range of backgrounds, who will bring a fresh perspective to Volunteer Centre Sutton and we are keen to reflect the diversity of the communities that we work with and therefore welcome applications from all sections of the community.
- 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, 216-220 High Street, Sutton SM11NU.

THE DEADLINE FOR APPLICATIONS is midnight Sunday 31st October 2021

BACKGROUND INFORMATION

Volunteer Centre Sutton (VCS) is the operational name of Sutton Borough Volunteer Bureau (SBVB. Email: vcsutton@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 in 1995 and recently a Charitable Incorporated Organisation.

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) also delivers award winning projects such as Mentoring Advocacy and Peer Support, (MAPS) and Sutton Befrienders.

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





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our Good Practice service supports volunteer managers in organisations in the development of volunteer management.

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 & Inclusion 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.





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Volunteer Centre Sutton - Job Description

Job Title	Young Person Development Coordinator	Hours	36 hours per week 6 months (It is the aim to extend and make this role permanent - subject to funding)
Salary	£28,225 plus 3% pension (including Outer London Weighting)	Location	216-220 High Street Sutton SM11NU

Reports to	Chief Executive
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Main Purpose and Scope of the Job	The post holder will work in partnership with the local authority and other organisations to develop provision in supporting children and young people 0 to 25 years of age. From a recent gap analysis, the post holder will support with re-designing and creating of new services to maximise volunteering and support to these key cohort of people.
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Main Duties and responsibilities	The main duties of the post are to:
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The main duties of the post are:

1.	<p>Volunteer Development</p> <ul style="list-style-type: none"> ■ Liaison and representation with the local authority, children’s services and other voluntary sector organisations ■ Develop relationships with organisations and services to understand their current services, roles and current volunteer involvement ■ Identify community volunteer initiatives including support with ward based or health CCG and local group initiatives
2.	<p>Review services</p> <ul style="list-style-type: none"> ■ Review services to identify volunteering and outcomes achieved ■ Update Volunteering offer at PCN level ■ Ensure that best practice in volunteer management for young people is embedded throughout Volunteer Centre Sutton and key principles are promoted across the borough



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	<ul style="list-style-type: none"> Working with the partnership and VCS, agree how best to log information and the use of a directory Working in partnership connect groups and services so that there are clear pathways Work with brokerage to ensure services are listed and volunteering maximised
3.	Development of Children and Young People Services <ul style="list-style-type: none"> From the identified need and gap analysis, identify a framework to expand volunteering across the borough Support organisations to overcome challenges such as providing risk assessment and other tools Develop new volunteering programmes for young people, including at community and local level Identify guidance and tools to support specified groups to improve diversity for young people, i.e. BAME youth groups, additional needs Where possible support identification of partnerships and possible funding opportunities to expand and deliver services
4.	Volunteer Administration <ul style="list-style-type: none"> Ensure all data and information is securely recorded Collect monitoring data to inform the performance and future development. Record and analyse data for funders and senior management to ensure effective volunteer programmes

Other duties of the post are:

5.	Vision and Mission. <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
6.	Administration, Monitoring and Evaluation. <ul style="list-style-type: none"> Be responsible for the timeliness of updating all administration and all records relating to your role. Ensure the accurate recording of all activity undertaken.





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	<ul style="list-style-type: none"> Collect, collate and interpret relevant statistical information and qualitative and quantitative monitoring to meet the requirements of the funder and to develop the service.
7.	<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
8.	<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
9.	<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.
10.	<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.
11.	<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.
12.	<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.



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Person Specification

Criteria	Essential	Desirable	Tested
Experience	Proficient with using MS packages including Word, Excel, Outlook, as well as with databases		Application
	Knowledge of the voluntary and community sector		Application
	Experience providing services or working directly with young people	Youth worker experience	Application/ Interview
	Experience of identifying and delivering new programmes	Project Management experience	Application/ Interview
	Previous experience of supporting / coordinating volunteers	Best practice within volunteering	Application/ Interview
	A confident networker with experience in public speaking in small group settings	Competent and experienced facilitator	Application Interview
Skills and Personal Attributes	Able to work independently and identify opportunities through to progression		Application Interview
	Good data management skills and a high attention to detail, analyse and disseminate information	Expertise in IT systems and apps	Application
	Excellent at relationship building and working in partnership		
	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





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