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We are looking for a Development Officer to support Sutton’s Voluntary and Community Sector in meeting the needs of Sutton residents, with a particular focus on Global Majority community groups and small and grassroots organisations.

The role will also provide advice, capacity building and organisational development support to existing and new voluntary and community organisations operating in Sutton.

# Job description

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| **Job title:** | **Development Officer** |
| **Based at:** | **Sutton** |
| **Employment terms:** | **3-year Fixed Term Contract** |
| **Working Hours:** | **4 days a week** |
| **Salary:** | **£27,000 gross per annum** |
| **Reporting to:** | **Place At My Table (PAMT) Chair** |
| **Responsible for:** | **Team of Volunteers** |

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| **Job purpose** |
| This post will support the development of Where River Meets Network (WRMN), a Sutton-based Global Majority civic network led by Place At My Table (PAMT). By working with PAMT and other partners within WRMN, the post will help local small volunteer organisations transform the local civic landscape and better meet the needs of Sutton residents, particularly those who have been marginalised and racialised.  The purposes will include:   1. Support the network and the members of the network. 2. Support the development of a comprehensive and affordable training offer, which will increase each partner organisation's capacity. 3. Offer support to each partner organisation (time allocated on a weekly basis), consult with them to understand their needs, and provide tailored support to local small and medium organisations, such as the partner organisations within WRMN. Provide one-to-one support to community groups and voluntary sector organisations operating in Sutton. Ensure that organisational development support is structured and transformational and focused on leadership, governance and quality of services. 4. Use different methods, tools, or strategies to understand the diverse and changing needs of medium and small organisations. |

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| 5. Develop evidence-based and data-driven approaches to strategically target capacity-building support | |
|  | **Main duties** |
| The Development Officer will:   1. Work with the organisational development team to implement the WRMN transformation strategy. 2. Provide one-to-one support to Global Majority community groups and voluntary sector organisations operating in Sutton. Ensuring that organisational development support is structured and transformational and focused on leadership, governance, and quality of services. 3. Gather evidence about the needs of the local voluntary sector and grassroots community groups; put together a plan on how to support these community groups to become sustainable, ‘commission ready’ and/or be part of bidding consortia. 4. Develop, with the Chair, a training plan that underpins the support we can offer to organisations, with training delivered by PAMT staff where possible, as well as external trainers. 5. Ensure that all programmes have robust monitoring and evaluation in place utilising CRM to ensure shared systems as much as possible. 6. Monitor the funding landscape to ensure that relevant funding opportunities from trusts & foundations, public services (national, regional, and local) are maximised and private/corporate sector sources. 7. Work with the Board of PAMT to ensure local Global Majority organisations are aware of organisational support and funding opportunities. 8. Work with the Board of PAMT to ensure the PAMT website contains relevant up-to-date toolkits for local organisations to develop policies and procedures and choose legal structures. 9. Monitor the external strategic landscape (political, social, environmental, technological) in which PAMT operates to ensure we are aware of central and local government policies which impact the VCS and develop approaches with local provider networks to maximise the VCS involvement in these. 10. Attend relevant events that offer funding opportunities. Seek partnership and funding opportunities that could benefit WRMN. Liaise with local authorities (e.g., Community Action Sutton to identify and develop partnership funding co-applications. | |



## Equality and diversity

1. Actively promote equality of access and opportunity to all of Sutton’s diverse communities.
2. Support the organisations to ensure they are up to date with their understanding of equalities legislation.

## General

1. Postholder to ensure that their work is delivered to the highest possible standard.
2. Postholder to ensure they operate in accordance with the strategic aims, mission, and core values of PAMT Sutton.
3. Postholder to ensure they are committed to their own learning and development and identify with their line manager where additional training and personal development will enhance their delivery.
4. Be receptive to line management, supervision and appraisal as required by current policy.
5. Considerable flexibility is required as some attendance at evening meetings will be necessary. Travel throughout the area covered by PAMT as well as attendance at national events is required.
6. Any other reasonable tasks that take forward the aim of the post and the work of PAMT.

# Person specification

## Code:

**S – Assessed as part of application shortlisting A – Assessed as part of assessment at interview**

**I – Assessed as part of interview questions.**

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| **Person specification** | **Code** |
| **Qualifications & experience**   1. 3 years+ experience of delivering development work in the voluntary, community or statutory sector. 2. Strong track record of bidding for Statutory -led contracts to a wide range of funders including public bodies and charitable trusts and foundations. 3. Experience in partnership working with voluntary and community sector organisations of varying sizes. 4. Awareness and understanding of co-production and/or the co-design of services. 5. Experience of working with Global Majority organisations. (Essential) | **S**  **S/I**  **I**  **I I** |
| **Knowledge**   1. An understanding of the issues faced by small voluntary sector organisations, including those led by volunteers. 2. Knowledge of best practices and approaches to capacity building and organisational development within the voluntary and community sector. 3. Awareness and understanding of the Health and Social Care strategic landscape and the pressures facing the Health and Social Care system. 4. An understanding of equality and diversity issues, and their impacts on Global Majority communities. 5. Knowledge of the statutory provision available for Global Majority communities and the range of services provided by the voluntary and community sector in Sutton. 6. An understanding of contract management and approaches to   managing performance (desirable). | **I**  **S/I**  **S/I**  **A**  **S I** |

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| **Skills**   1. Excellent interpersonal and communication skills, with the ability to communicate (using different methods) confidently and effectively with people from a wide range of backgrounds and sectors. 2. Excellent IT skills with experience in using databases. 3. Excellent organisation skills with the ability to prioritise and manage a varied programme of work. 4. Well-developed and tactful influencing skills, with the ability to communicate potentially complex information in an effective and clear style. 5. Problem-solving skills, with the ability to think creatively to identify solutions. 6. Ability to monitor performance indicators and produce monitoring.   reports. | **S/I**  **I I**  **A**  **I I** |
| **General requirements**   1. Able to work independently with minimal supervision and deliver work to a high standard. 2. Ability to exercise good professional judgement and make decisions in the best interests of PAMT. 3. Commitment to operating in accordance with the values and   policies of PAMT Sutton. | **S/I I**  **I** |

Please visit our website at [www.placeatmytable.co.uk](http://www.placeatmytable.co.uk) for more information about us.