

Job Description

JOB TITLE:	Senior VCS Development Officer
GRADE:	L
POST NUMBER:	TBC
DIRECTORATE:	Chief Executive's Office
SERVICE:	Corporate Strategy and Communities
RESPONSIBLE TO	Voluntary and Community Sector Grants Lead
RESPONSIBLE FOR	Line management of up to 5 VCS Development Officers Matrix working with officers in enabling services
	DBS check required? – Yes standard level Is the post politically restricted? – No Is a Travel Allowance Payable? – No Does this post attract an Essential Car User Allowance? – No

<p>JOB SUMMARY:</p>	<p>To play a key leadership role in ensuring that the Council is driven by a clear purpose and shared set of priority outcomes for the strategic development and oversight of the voluntary and community sector (VCS) portfolio especially funding programmes and projects ensuring effective relationship management, coordination, reporting, and communications.</p> <p>To play a leadership role outside the organisation, maintaining extensive networks across local, regional and national organisations, sharing innovation, and learning providing a lead relationship management role for VCS, ensuring a coordinated approach to development including capacity building, developing forums, networks and partnerships as required.</p> <p>To provide expert support and advice to senior officers, members and partners in solving problems and responding to external frameworks, opportunities, risks and events in particular the provision of information, advice and reports related to voluntary and community sector activity including assurances that safeguard and ensure value for money.</p> <p>To play a leadership role in the support and development of the local voluntary and community sector.</p> <p>To ensure that the Council has robust, responsive, and effective strategies, policies and performance and financial accountability frameworks.</p>
<p>ROLE REQUIREMENTS:</p>	
<p>1.</p>	<p>To manage the implementation of an effective strategic approach to developing a thriving voluntary and community sector that encourages inclusion and participation and which meets the Council's strategic priorities.</p> <p>To deliver a range of voluntary and community sector activity including generation of evidence on social and economic needs and priorities; initiatives to attract inward investment; development and implementation of corporate VCS strategies and plan, and development work on grants management system and other administrative systems and procedures.</p>



	<p>To play a leading role in the development of high-quality strategies, policies and plans drawing on robust evidence and research, working with colleagues across the council and partnership. This will require the post-holder to matrix manage cross disciplinary teams as appropriate in collating multiple sources of evidence, liaising with service specialists across the organisation and partnership and undertake drafting of strategies, policies and plans.</p>
2.	<p>The post holder will develop recommendations to DLT/CLT and Cabinet and other related boards on priority outcomes and the identification of strategic risks and opportunities.</p> <p>Develop and implement corporate systems and procedures for all funding streams to ensure efficient and effective management and administration.</p> <p>To ensure timely communications and correspondence to providing excellent customer service to a range of stakeholders and communities.</p> <p>To adhere to all council procedures including the council's grant management process; constitution and decision making; financial procedures; standing orders; procurement; health and safety; public consultation; performance management; complaints, communication and consultation.</p>
3.	<p>The post holder will be required to play a leading role in the selection of priority outcomes for the council and ensuring that these are embedded within strategies and plans as appropriate.</p>
4.	<p>The post-holder will also be expected to play a leading role in ensuring high quality risk and opportunity management within assigned areas.</p>
5.	<p>The post holder will lead on development and implementation of relevant statutory strategies and plans relating to the VCS including clear policy options that help to define clear, informed criteria on which to base invitations to bid for funds and invite funding applications, ensuring that funding opportunities are suitably advertised.</p>
6.	<p>The post-holder will be required to have an expert understanding of the regulatory and statutory framework that the Council operates within and ensure that this is fully reflected as appropriate within the council's strategy and policy frameworks. Duties will include provision of</p>



	information, guidance and training to colleagues in this area.
7.	Providing strategic inputs for the Council's work with and for external partnerships and regulators ensuring a shared focus on priority outcomes for residents and communities. Duties will include managing the production of reports and briefings for partnership meetings, attending meetings and presenting evidence, and leading projects on behalf of partners.
8.	To post holder will proactively horizon scan external funding and work with local organisations to bring in funding to the brough.
9.	The post-holder will be responsible for maintaining a "horizon-scanning" function and briefing senior colleagues and members in forthcoming changes to the council's policy and regulatory environment. Duties will include managing the response to external changes/consultations and ensuring that the Council is fully compliant.
10.	The post holder will manage the production of briefings and reports for senior officers and elected members. Duties will include managing and quality-assuring the outputs of officers and, where appropriate, direct drafting and presentation of reports.
11.	To maintain extensive external networks and share thought leadership with regard to sector developments, innovative practice and new opportunities and ensure that the Council benefits from learning gathered by the post holder.
12.	To lead on assigned areas of the Council's work seeking external accreditation, recognition and awards. Duties will include managing project teams to develop submissions for external awards and managing projects such as central government pilots.
13.	To lead on subject matters involving public and social policy relating to the voluntary and community sector.
14.	<p>To support the development of the voluntary and community sector through grants and commissioned projects.</p> <p>To manage and develop processes for funding applications including undertaking eligibility checks, bid appraisal, scoring and moderation, advising on and securing approval for award of funding contracts, drawing up schedules of project delivery for inclusion in contracts,</p>



	<p>seeking approval, negotiations with deliverers and signed off of contracts.</p> <p>Ensure that there are processes and procedures to ensure that funded projects have an agreed contract and service specification in place which clearly sets out agreed outputs, outcomes, service delivery and quality standards to be achieved.</p>
15.	To provide direct policy advice and support to Scrutiny Committees, Elected Members and Cabinet and Cabinet Sub Committees as required. The post-holder will be required to prepare reports, attend meetings and liaise directly with elected members as appropriate.
16.	To play a leadership role in delivering the Council's work on equalities, community cohesion and engagement as required. The post holder will ensure that the Council's objectives in this regard are embedded within VCS strategies, plans and grants at every level and manage projects as appropriate.
17.	To maintain an overview of commissioning activity and plans including grant making across the organisation and with partners, sharing good practice, influencing and challenging to ensure quality and consistency. Be responsible for the Council's reporting obligations on project funding recommendations or refusals by providing a robust business case to justify funding proposals.
18.	As required support services in their preparation and participation in inspection or emerging regulatory frameworks and improvement activity which arises
CORPORATE RESPONSIBILITIES:	
19.	Actively contribute to the leadership of the council in a way that promotes a 'one organisation' approach.
20	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
21.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged.
22.	Support organisational change and learning, ensuring appropriate systems of performance and development, communication and engagement, quality measures,



	monitoring and review are in place for all services and the workforce that delivers them.
23.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
24.	Lead and participate in all service / team activities and ensure that these are aligned to the council's corporate priorities and outcomes, as set out in the Strategic Plan.
25.	Continuously improve systems and processes and, as part of our Smarter Together Transformation programme, modernise our core support and enabling functions to improve effectiveness and efficiency
26.	Promote and actively participate in the programme of service reviews and transformation projects to improve the council's operational effectiveness.
27.	Utilise new ways of working to champion our diverse communities and secure effective outcomes for the council's residents.
28.	Deputise for the line manager from time to time as required.
PEOPLE:	
29	Work collaboratively with the council's partners and stakeholders to inform decisions, ensuring that this supports the delivery of specific service programmes and deliverables.
30.	Establish clarity around expected outcomes and standards, providing clear lines of accountability and delegated authority.
31.	Establish and promote a culture of learning and workforce planning that enables staff to realise their potential, manage their careers and therefore improve outcomes for Tower Hamlets' residents.
FINANCE:	
32.	Work with managers and colleagues to ensure that opportunities for efficiencies are systematically explored and developed and drive down spend where appropriate.
33.	Work with managers and colleagues to ensure services that are delivered or procured that represent value for money. Undertake detailed data analysis and use intelligence gathered including equality analysis to inform targeted



	<p>and proactive action to effectively manage contracts and relationships with the VCS.</p> <p>To ensure regular liaison with staff monitoring VCS contracts across the council (especially in enabling people and place services), delivering a problem-solving approach that secures a consistently high standard of performance and assurance of best practices.</p> <p>To ensure the development and implementation of systems and procedures for VCS finances to ensure efficient and effective management and administration.</p> <p>Oversee, develop and improve the council's approach to effectively providing robust project management, monitoring, reporting, claims processes and procedures, output verification and fraud checks.</p>
SERVICE:	
34.	Carry out all duties in line with the Council's Standing Orders, Financial and Procurement Regulations and Constitution.
35.	Play an active role individually and as part of the management team in identifying and implementing improvements to the quality and efficiency of the Corporate Strategy, Improvement and Transformation service.
PERFORMANCE:	
36.	<p>Meet relevant performance targets in the council's strategic plan and service plans. These will be agreed with the postholder as part of the My Annual Review process.</p> <p>Develop the VCS approach to setting performance indicators, budgets and statistics relevant to projects within allocated portfolios as a basis for monitoring and control.</p> <p>Develop performance management including the approach to preparing performance management information including highlight and exception reports on each project as appropriate in order to inform the Service on the success or otherwise of programmes and projects to achieve the full spend and delivery of contracted outputs and outcomes and to recommend corrective action where there is evidence of under-performance.</p>

OTHER CONDITIONS:	
37.	Carry out other duties and responsibilities commensurate with the level of the post as directed by the Corporate Director/Director/Head of Service.

Person Specification for the Post of Senior Strategy & Policy Manager for designated specialism: Strategy Improvement and Transformation Service Strategy and Community Team Designation: Voluntary and Community Sector		Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	<p>A demonstrable knowledge and understanding of the voluntary and community sector</p> <p>Expert knowledge of the funding landscape, including sources and grant application processes</p> <p>Knowledge of effective fundraising strategies and techniques</p> <p>Awareness of the policies, regulations and legal frameworks that are relevant to the voluntary and community sector</p> <p>Knowledge of the challenges and opportunities faced by the</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>T I</p> <p>A T I</p> <p>ATI</p> <p>A T I</p> <p>A</p>

	voluntary and community sector.		
Qualifications & Experience	Relevant professional qualification or equivalent experience relating to the voluntary and community sector.	E	ATI
	Demonstrable experience in securing external funding for the voluntary and community sector.	E	ATI
	A strong background in building and maintaining partnerships between the voluntary and community sector and partners including through delivery of projects	E	ATI
	Proven ability to develop and implement strategic plans to support the growth and development of the voluntary and community sector.	E	ATI
	Ability to develop and understand policy that leads to borough wide strategic direction setting	E	ATI
	Excellent oral, written and visual communication skills involving a range of stakeholders	E	TI
	Experience of leading teams	E	AI



Living the TOWER Values sets out the essential behaviours required of all staff. TOWER HAMLETS

They are aligned to the organisation's five TOWER Values

<p>We work</p> <p>TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets</p>	<p>Building Relationships Take action to improve team culture and relationships with people from across the council and partners to achieve the best outcomes.</p> <p>Developing Network Maintain and encourage networking across teams to achieve the best outcomes.</p>	<p>E</p> <p>E</p>	<p>TI</p> <p>T/I</p>
<p>We are OPEN and transparent</p>	<p>Communicating clearly Must be able to think about the people you communicate with and must adjust your style accordingly.</p> <p>Being approachable Must be approachable and seek regular internal and external feedback from people to improve how you do things.</p>	<p>E</p> <p>E</p>	<p>A/T/I</p> <p>T/I</p>
<p>We are WILLING to challenge, innovate and be accountable</p>	<p>Learning & challenge Respectfully challenge others, using data and observation to drive improved outcomes.</p> <p>Improvement and innovation Must be able to lead the way and encourage others, so they achieve continuous improvement with measurable benefits.</p>	<p>E</p> <p>E</p>	<p>T/I</p> <p>A/T/I</p>
<p>We empower each other to be EXCELLENT and go the extra mile</p>	<p>Having purpose & personal motivation Should be able to define clear objectives,</p>	<p>E</p>	<p>A/T/I</p>

