

# Job Description and Person Specification

## Voluntary and Community Sector Manager

**A Lambeth to be proud of**



**Job Title:** Voluntary and Community Sector Manager

**Department:** Strategy, Communications and Change

**Division:** Community Partnerships

**Grade:** PO5

**Reports to:** Head of Community Engagement and Participation

**Responsible for:** Providing support to Community Engagement and VCS Support Officers

## Context

Our One Lambeth agenda recognises the need for a significant shift in the way we work – a stronger grip on delivery, promoting shared ownership of our priorities across the council; changes to how we empower and work with our communities; and putting equity and justice at the heart of all we do.

This role sits within the Strategy, Communications and Change Directorate.

The function of this area is not just to ensure effective use of budgets and decision-making: our 2030 aspirations and the priorities in our Corporate Delivery Plan place a significant premium on coming together as One Lambeth, being ambitious for our borough and changing how we work with our communities as partners to bring about change. We need to make sure we have capacity and accountability in the system to bring people together to do this important work including:

- Ensure a relentless focus on our Lambeth 2030 aspirations with collective ownership and improved delivery of priorities, driven by a strong centre
- Bring people together across the Council to tackle and make progress against shared priorities, including our commitment to becoming a Borough of Equity & Justice
- Coordinate a more joined up offer to the community around engagement, funding, access to help and support that puts our communities, their experiences and outcomes to the fore of our approach
- Inject challenge into the system, ensuring robust governance and delivering change

## Job Purpose

To lead the work to build partnerships and capacity building with the VCS sector in Lambeth, supporting the VCS sector and communities to be a key strategic partner with the council.

Ensure the delivery our programme of VCS support, overseeing grant and infrastructure funding and maintaining networks that create strategic partnerships to support delivery of our Lambeth 2030 ambitions.

Proactively seek out, develop and maintain strong relationships with communities across Lambeth, improving our understanding of residents' experiences and using this to better inform council strategy, policy development and delivery.

## Responsibilities

1. To lead work on liaison, partnerships and capacity building with the VCS sector in Lambeth and support the Lambeth Forum Network and other similar bodies.
2. Support the development and the strategic direction of a borough approach to working with the Voluntary Sector.
3. To develop the Council's work to promote volunteering in Lambeth, ensuring the development of an effective volunteering strategy and overseeing the delivery of all commitments relating to volunteering.
4. Develop guidance on CSR engagement, social impact investing and corporate volunteering to attract additional resource into the borough.
5. To develop social action initiatives, mobilising volunteers to contribute to and strengthen Lambeth council's core offer on social value.
6. To ensure delivery of funding bids, policy developments and consultation responses from national Government and Regional Government as appropriate and advise on and the interpretation of key legislative and policy changes.
7. To prepare reports to formal Council committees and other governance bodies that detail the voluntary sector implications of the council's activity and provide advice, guidance and a practical approach to these bodies around the way that they should deliver the council's services.
8. Respond to members enquiries for the VCS service, ensuring responses are co-ordinated with corporate teams and that there is a consistent standard and meet the agreed timelines.
9. Support the review of voluntary sector strategies and policies, working in collaboration with colleagues.
10. Prepare external funding bids to ensure that the council is able to access available funding resources for the services within its remit.
11. To maintain effective horizon scanning with respect to external influences on the voluntary sector work of the council, acting as a hub for gathering, interpreting and disseminating intelligence to shape policy and future direction of the council.
12. To drive change and transformation by developing and delivering innovative voluntary sector partnership solutions
13. To provide professional leadership for the Council's voluntary sector team, develop and agree an annual work programme for the team to ensure and promote the performance and professional competence of staff by ensuring an enabling, outcomes focussed approach which helps deliver the Corporate Delivery Plan.
14. Ensure through all your work you are committed to all aspects of inclusion and diversity and take responsibility for tackling racism and promoting good community relations.

## PERSON SPECIFICATION

<p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p>			<b>Shortlisting Criteria</b>
<p><b><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></b></p>			
<b>Key Knowledge</b>			
	K1	In depth understanding of the voluntary sector	√A
	K2	A good understanding of the effective development and mobilisation of volunteers.	
	K3	Political and commercial acumen.	
	K4	An understanding of the effective development of policy in a complex organisation.	
	K5	Demonstrate a collaborative approach to partnership working with colleagues and external organisations to develop joined up solutions.	
<b>Relevant Experience</b>			
	E1	Track record of developing voluntary sector partnerships and plans in complex organisations.	√A
	E2	Track record of project management including planning, implementing and monitoring programmes from inception to completion	√A
	E3	A proven track record of collaborative cross-sector working	A
	E4	Experience of writing reports and funding bids	√A
	E5	Experience of working in a political environment	√A
<b>Qualification</b>			
	Q1	Relevant professional qualification or equivalent experience	√A

## CORE VALUES AND BEHAVIOURS



- Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.
- Ensure fairness and justice is at the heart of my decision making and support to my team and others.
- Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.
- Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.
- Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
- Encourage everyone to be themselves at work and value who they are.
- I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

- Treat each member of my team with respect and dignity just as I would want for myself.
- Encourage each member of my team to do their very best work and am available to them to provide support and guidance.
- Personalise my support to each team members and look out for them, lending a hand wherever I can
- Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together
- Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard
- Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.
- Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.
- Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.



- I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way.
- I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.
- I ensure my team plan ahead, getting the basics right and take swift action when problems arise.
- I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.
- I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.
- I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same.
- I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.
- I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.

# Accountability behaviours



One Lambeth  
CONNECTED BY PURPOSE

# Ambition behaviours



One Lambeth  
CONNECTED BY PURPOSE

- Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.
- Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.
- Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together.
- Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes.
- I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.
- Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.
- Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.