

**Job Description**

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| **Title** | Organisational Development Co-ordinator – Hull  |
| **Salary** | **£30,855** |
| **Hours** | Full time 37 hours per week (potential for part-time or job share) |
| **Holidays** | 28 days per year plus statutory holidays |
| **Tenure** | Permanent |
| **Location** | Hull |
| **Responsible to** | Deputy Chief Officer |

Forum offers a range of support, advice and guidance to people who run community groups, charities and social businesses. This includes helping people who want to set up new organisations, and working with the volunteers, staff, managers and trustees of existing ones. The people we work with might need anything from a quick phone call to talk through a challenge, to more detailed guidance to develop their organisation and make it more sustainable.

We are now looking for a full-time Organisational Development Co-ordinator to work as part of a wider support team for Voluntary, Community and Social Enterprise (VCSE) sector organisations in Hull, delivered in partnership with Hull CVS. Having a background in the charity/not for profit sector is helpful but not essential. What is more important is a willingness to undertake training and learning to develop in the role. We’d also like to hear from people who have transferable skills from other backgrounds, for example the education sector, supporting businesses, coaching or mentoring individuals, or providing advice and guidance.

**Roles and Responsibilities:**

* Providing face-to-face support and guidance to VCSE groups and organisations in Hull
* Meeting with VCSE organisations to discuss challenges and opportunities, including gathering information on issues like funding, governance, safeguarding, managing staff and volunteers, and project planning and delivery
* Working with colleagues and team members to plan programmes of support, which may include liaising with partners and other stakeholders
* Carrying out independent research and fact-finding on behalf of VCSE groups and sharing information in ways that are accessible and easy to understand
* Supporting individuals to set up charities and social businesses by helping with application forms, business plans and policies and procedures
* Assisting VCSE groups with funding applications by carrying out searches to identify funders, to be their ‘critical friend’, and supporting people/groups to articulate their ideas and create project plans and budgets
* Facilitating good partnership working and collaboration by encouraging organisations to work together to achieve shared goals
* Developing guidance documents, factsheets and toolkits to support a wide range of VCSE organisations
* Using face-to-face methods, telephone, email and social media to communicate effectively with individuals and organisations
* Attending events, workshops and training sessions and sharing learning with others
* Developing, delivering or facilitating training sessions and workshops with support from colleagues
* Writing reports and submitting monitoring data to track achievements and outcomes
* To participate in relevant training and continuous professional development activity as agreed with line management
* To participate in and contribute to Forum staff meetings, and internal organisational development events
* To undertake any other duties commensurate with the post as may be required

**Person Specification**

**Organisational Development Co-ordinator**

Below is a list of key skills and attributes that are desirable for this post. We will assess how candidates meet these requirements through application forms and personal statements, and where applicable at interview.

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| **Knowledge** |
| A good general understanding of the challenges that VCSE groups and organisations are working to address, for example health inequalities |
| A good general knowledge of VCSE organisations in Hull and the ways in which charities, voluntary groups and social business fund their work |
| Knowledge of the relationships between the public sector, charity sector and business sector |
| **Skills and experience** |
| Experience of working with individuals or organisations in a supportive way, for example coaching, mentoring, or advice and guidance |
| The ability to process complex information and explain it in different ways to meet the needs of different audiences |
| Excellent problem-solving skills and the ability to find solutions by approaching challenges in new and different ways |
| Fast learner with ability to research and find solutions on own initiative |
| Good general financial skills, in particular creating and managing budgets using spreadsheets |
| Excellent IT skills including use of Microsoft Office Suite, emails and the Internet |
| Strong written and verbal communication skills |
| **Personal attributes** |
| Committed to continuous learning and development |
| Approachable with strong listening skills and the ability to motivate and support others |
| A commitment to equality and diversity and promoting inclusion |
| Self-starter, able to work both independently and as a team player |
| Able to recognise and work within confidentiality boundaries |
| The ability to manage own workload effectively and to deliver outcomes within set timescales through excellent time management skills |