



Job Description

Post:	Grassroots Development Officer
Responsible to:	Funding and Development Manager
Salary:	£33,366 + 3% pension contribution
Hours:	37.5 hours (part-time hours considered)
Contract:	2 years (may be extended dependant on funding)
Probationary period:	6 months

Purpose of Job

Community Links Bromley

We are seeking a dedicated Grassroots Development Officer to support the growth and sustainability of smaller voluntary, community, and social enterprise (VCSE) organisations in Bromley. This role is funded by the VCSE Capacity Building & Infrastructure Fund 2024/2025 through the South East London Integrated Care System (SEL ICS) and aims to enhance the effectiveness of smaller, often informal groups delivering services that are both 'by and for' their service users, that are crucial in addressing local health and wellbeing needs for the 'under-served' but face significant challenges in visibility and support.

You will be responsible for providing a wide range of organisational development support services and activities to assist grassroots VCSE organisations to develop, thrive and remain sustainable. This post is particularly interested in working with groups who deliver services to young people, the elderly, minority ethnic (global majority) and migrant groups, those with special educational needs and disabilities (SEND), and residents in the areas of the borough with high deprivation and a higher proportion of small groups.

Development work strives to build the capacity and capabilities of local groups, provide partnership/networking opportunities that enable them to carry out their own objectives effectively, and offer high quality services. You will work flexibly and nimbly to provide consistent and seamless support to organisations. You will support across the whole spectrum of charity development but focus on EDI (Equality, Diversity and Inclusion), governance, funding, safeguarding and developing a holistic training package in a variety of formats suitable for grassroots VCS organisations.

Summary of main duties

Outreach and engagement

1. Undertake community and outreach work – particularly to parts of the borough where the VCS voice is less heard
2. Identify, engage and build trusting and supportive relationships with small, informal, and unincorporated community groups.
3. Maintain a database of grassroots VCSE organisations capturing their activities, impact and development needs.
4. Work closely with the Community Champions team to identify individuals and small groups with project ideas with potential to be developed.

Networking and relationship building

5. Create connections among grassroots organisations that allow collaborations to emerge and for collective responses to emerging issues to develop.
6. Develop and nurture an informal network of small VCSEs to facilitate peer support and knowledge sharing.
7. Support grassroots VCSE sector organisations to form partnerships to create bids and proposals that address local priorities.
8. Foster connections between grassroots organisations and statutory and VCSE partners.

Capacity building

9. Produce an annual plan of organisational support to grassroots VCSEs that is led by the sector (supported by the Funding and Development Manager) and structured, transformational and focused leadership, governance, funding and quality of services.
10. Develop and deliver evidence-based support to local grassroots VCSE organisations to identify their key issues and needs for support and development, offering both in-house training and bringing in specialist knowledge where needed.
11. Manage a caseload of grassroots VCSE groups for whom you are responsible for ensuring regular communications, focusing on their needs, and recording outcomes on our database.
12. Work with a wide range of delivery partners and other key stakeholders to maximise the use of community resources and ensure opportunities are maximised.
13. Assist grassroots organisations to advocate for their community and/or service users on social issues.
14. Encourage and support grassroots groups to seek funding from a range of sources and provide both training and one-to-one support to complete high-quality funding applications.

15. Seek to support groups/individuals that experience disadvantage and/or discrimination, and address barriers to participation in training and support opportunities.
16. Respond to inquiries about capacity building or development, including helping new groups establish themselves in the charitable and community sector. Support them to develop appropriate governance structures, financial controls, quality standards, safeguarding, and funding sources.

Promotion and advocacy

17. Work closely with staff to ensure Simply Connect Bromley is kept up to date, relevant and reflects the services delivered by grassroots organisations in the borough.
18. Build and promote positive working relationships between VCS groups and organisations, statutory partners, commissioners and funders.
19. Champion the role of grassroots organisations in addressing local priorities at public events and during wider stakeholder engagement activities.

Other

20. Utilise the CLB database to keep well maintained records of support given, funding achieved as a direct result of support provided, case studies and outcomes, and compiling summary reports for monitoring and development purposes.
21. Actively contribute to the priorities of Community Links Bromley and activities to further develop the work of VCSE sector in Bromley.
22. Any other duties commensurate with the post

Person Specification

Candidates will be required to demonstrate how they meet the following skills and experience in their supporting statement

SKILLS, KNOWLEDGE AND EXPERIENCE

Excellent interpersonal skills:

- friendly, patient and approachable communicator and networker who can motivate groups to develop their potential
- excellent written and verbal communications skills with proven success in influencing and negotiating at all levels
- initiative to plan and organise your own workload

Development experience:

- capacity building for small or medium sized organisations
- providing training or identifying specialist trainers
- understanding of the benefits and challenges of collaborative working
- building relationships with a range of groups from differing cultures
- understanding of the challenging factors that most affect the VCSE sector
- supporting organisations to write high quality funding applications

Experience and knowledge:

- previous experience in the voluntary or community sector
- understanding of voluntary sector governance and voluntary sector specific issues
- the process of applying for funding, including grant-writing, collecting evidence of need, creating case studies, and monitoring and evaluation
- working with 'seldom heard' and ethnic minority organisations (desirable)
- a good understanding of the use of policies and procedures in good governance e.g. risk management, skills audit, safeguarding, GDPR, EDI
- managing grant funded projects
- how charities can use marketing and comms to raise profile
- enabling groups to maximise their potential through their website
- day to day operational activities of small VCSE groups
- experience of local partnership working and collaborations
- sound understanding of electronic forms of communication & social media
- knowledge of Microsoft 365 package and CRM databases

Other:

- occasional evening and weekend work
- ability to travel throughout Bromley and South East London
- must have access to a car/motorbike/cycle to enable regular travel throughout the whole borough – public transport is not the quickest way to get around Bromley!