



Job Description

Job Title	Newham Voluntary, Community & Faith Sector Infrastructure Project Officer
Hours	Part-time (21 hours/week) worked flexibly normally between 9:00-18:00 Mon-Fri (with some evening/weekend working as required).
Term	Fixed term to end August 2023, with a possibility of 1-year extension subject to funding
Reporting to	Project Lead
Responsible for	Volunteers, as required
Location	Combination of office-based, home, and peripatetic working, primarily within the London Borough of Newham. Ideally predominantly office-based, as COVID restrictions permit. Current office address: 170 Harold Road, Plaistow, London E13 0SE.
Benefits	£27,000 pa (pro rata); 25 days' annual leave per annum plus public holidays (pro rata); employer contribution to pension of 3%
Purpose of the post	To help deliver our council-funded project providing infrastructure support and capacity building to voluntary, community and faith groups, organisations, and the sector as a whole, within the London Borough of Newham.
Background	<p>Compost London CIC was established in 2017 to help voluntary, community and faith groups and organisations to grow and thrive. Drawing on decades of experience of community development and capacity building in Newham and beyond, we offer a range of support services and consultancy including: mentoring, training, research and evaluation, organisational review and planning. We also host Newham's ESOL Exchange, co-run the Evaluation Exchange (in partnership with UCL), and administer our in-house Nourish Fund to ensure cost is not a barrier to groups most in need of our services.</p> <p>Since the start of the pandemic, we have worked closely with Newham Council to map the sector's COVID response and resultant needs, and to help begin to bring the public and VCF sectors into more effective partnership for the people of Newham.</p> <p>Following a competitive tender process, we have been awarded a contract by Newham Council to deliver a range of infrastructure and capacity-building support to the VCF sector within the borough. This work will seek to:</p> <ul style="list-style-type: none"> • Connect, coordinate and support collaboration across the sector. • Map the sector, its provision and needs. • Develop a 'bank' of information and resources to be freely shared with the sector to enhance good practice. • Deliver a programme of activity to develop skills, confidence and networks across the sector. • Develop and enhance positive working relationships between the London Borough of Newham and the Voluntary Community and Faith (VCF) sector.

- Coordinate the sharing of information, news and opportunities to and for the sector.
- Identify common issues and convene sector experts to co-produce solutions within the borough.
- Showcase and celebrate Newham's VCF sector both within and beyond the borough.

Key responsibilities

The role holder will work as part of a small project team to achieve the aims and ambitions of the tender, by supporting the Project Lead in project design and delivery, as well as leading on day-to-day communications for the project.

- **Communications:**
 - Help design and deliver a co-developed, sector-wide, communications plan enabling the prioritisation and streamlining of information, and creating clear routes for groups to share their latest news.
 - Lead on project communications, including producing marketing materials and regular e-newsletters, managing and updating social media and website, and undertaking general PR, in conjunction with the director leading on communications for Compost London as a whole.
 - Work with sector representatives and digital experts to co-produce the design and delivery of a pilot online platform to meet the sector's communication needs.
- **Events and Conferences:**
 - Plan & facilitate a programme of learning events, workshops and surgeries to up-skill and resource the sector.
 - Organise and run the launch event and annual conference in conjunction with other staff.
- **Capacity building:**
 - Help deliver an ongoing programme of capacity building, mentoring, 1-2-1 support, and regular drop-ins for local VCF groups and organisations, including in relation to funding & fundraising.
 - Develop resources (such as statistics and factsheets, service directories, template policy documents, planning tools, notices about key legal changes relevant to the sector, etc) for inclusion in an online bank of resources.
- **Monitoring, Evaluation and Reporting:**
 - Record activities undertaken and monitor to ensure targets are met.
 - In conjunction with the directors leading on monitoring & evaluation, gather and collate evidence of outcomes and impact, including undertaking periodic impact surveys and producing annual impact report.
- **Line management and planning:**
 - Supervision of project volunteers as required.
 - Participate in project and wider organisational team and planning processes and meetings, as well as regular one-to-one management supervisions.
- **Other duties:**
 - Other reasonable duties required from time to time in furtherance of the project.

Person Specification	
Skills & Abilities:	Essential (E)/ Desirable (D)
Excellent listening, verbal & written communication skills. Able to work effectively with a diverse range of people.	E
Excellent time-management and organisational skills. Able to manage and prioritise a varied portfolio of work.	E
Able to work effectively both as part of a team and independently.	E
Computer literacy, including working knowledge of MS Office (especially Word, PPT, Excel and Outlook), and video conferencing platforms such as Zoom.	E
Digital skills (especially including website content management systems such as WordPress, social media, and other digital communication platforms).	D
Knowledge & experience:	
Experience of community development/capacity building.	E
Experience of producing external communications (website, newsletters, fliers, social media, etc).	E
Experience of co-production and using a bottom-up approach to service development.	D
Understanding of the VCF sector in Newham and the challenges and opportunities it faces.	D
Experience of organising training events.	D
Experience of collecting and working with quantitative and qualitative data to assess and evidence impact.	D
Attitudes & qualities:	
Responsive and solution-focused, routinely ensuring work is executed to the highest standards.	E
Affinity with and commitment to Compost's ethos and values, including collaboration & co-production, accountability & transparency, honesty & integrity, and equity & inclusion.	E
Commitment to working in accordance with Compost London's policies and procedures.	E
Commitment to own ongoing learning & professional development.	E

Application details

As an equal opportunities employer, we positively celebrate diversity and welcome applications from people from all backgrounds. We commit to interviewing anyone who is disabled and also meets the essential criteria or is able to do so with reasonable adjustments.

Any offer of appointment will be subject to the following:

- Receipt of two satisfactory references, including one from your current/most recent employer;
- Satisfactory right to work check; and
- Satisfactory basic DBS check. You will be asked to disclose details of any relevant criminal convictions and these may be taken into consideration.

The personal information you provide with your job application is to assess your suitability for the role and to help us to improve our recruitment procedures. It will be stored in a restricted access filing system and deleted six months after the appointment to the post is made. The lawful basis for processing this information is to fulfil a contract. The demographic monitoring form will be kept separately from your main application and will play no part in the selection process, except to enable us to honour our commitment to interview anyone meeting the essential criteria who is also disabled. For further information please see our [privacy policy](#)

To apply, please send your CV, completed equalities monitoring form, and a personal statement explaining how you meet the criteria in the Person Specification. This could take one of the following forms:

- covering letter (maximum of 1000 words)
- slide deck (max 10 slides, 1000 words)
- video or audio recording (max 5 mins)
- other format as agreed in advance (contact info@compostlondon.org.uk)

For an informal conversation about the role, [please email us](#), and a member of the team will be in touch to arrange a suitable time for a brief telephone call.

Applications should be submitted to chelle@compostlondon.org.uk The deadline for completed applications is 9am on 20th August 2021 and late applications will not be considered. Interviews will be held during the week commencing 30th August 2021.