

## **Recruitment Pack**

### **About BVSC**

Bexley Voluntary Service Council (BVSC) has been supporting the local Voluntary and Community Sector (VCS) in Bexley for over 60 years. Throughout this time, BVSC has continually evolved in response to local need, sector challenges and wider changes in public policy. Today, BVSC plays a central role in strengthening the local voluntary sector, connecting organisations, amplifying community voice and enabling organisations across Bexley to be resilient, connected, and able to provide high-quality, impactful services to residents.

Diversity, equity, and inclusion are central to our culture; a diverse workforce strengthens our ability to support communities effectively and deliver high-quality services across the voluntary sector. We recognise that diversity spans many aspects of identity, and we are committed to fostering a workplace that is increasingly inclusive and equitable, where everyone feels heard, respected, and valued. We are also committed to promoting safe and responsible practice across our work and expect all staff, volunteers, and partners to uphold these standards.

### **Why Work for Us**

- Hybrid working
- Additional Birthday Day off
- Flexitime and TOIL
- Pension employer contribution 6%
- Two volunteering days (pro rata)
- 25 days annual leave (plus bank holidays)
- Access to the Blue Light Card
- Ongoing training and professional development opportunities
- A positive, inclusive team culture where your ideas are valued
- Enhanced maternity/paternity pay
- Employee Assistance Programme

## Job Description

Post:	Grassroots Development Officer
Responsible to:	Head of Capacity Building & Volunteering
Salary:	£32,770 (inc OLW) + 6% pension contribution (possible pay award pending April 2026)
Hours:	35 hours (flexible hours, hybrid working, part-time hours considered)
Contract:	2-years fixed term contract until 31 March 2028
Probationary period:	6 months

### Purpose of Job

We are seeking a dedicated Grassroots Development Officer to support the growth, effectiveness, and long-term sustainability of small, often informal voluntary, community and social enterprise (VCSE) groups in Bexley. The role will offer dedicated, hands-on support to grassroots organisations delivering vital services that are often designed and led *by and for* their communities, particularly those that are under-served and experiencing health and social inequalities.

The post holder will be responsible for providing a wide range of organisational development and capacity-building support, including guidance on governance, funding, safeguarding, and sustainability, through training and access to tools and templates. They will work to strengthen networks, increase the visibility and recognition of grassroots groups, and help them overcome barriers to growth and support.

This role will particularly focus on supporting organisations working with young people, older residents, minority ethnic (global majority) and migrant communities, people with special educational needs and disabilities (SEND), and communities in the north of the borough where deprivation is higher and grassroots activity is most prevalent.

### Aims of the project

The role will be guided by the needs, priorities, and expertise of the local voluntary, community and social enterprise (VCSE) organisations in Bexley operating in the areas of highest health inequalities, rather than being imposed top-down.

The post-holder will be responsible for:

- **Identifying:** Engaging with grassroot groups to better understand their service offer, user base and development needs.

- **Connecting:** Building trusting and supportive relationships to help form connections across the wider sector by establishing an informal grassroots network of micro VCSEs in Bexley to build a sustainable support system of peer support and intelligence sharing.
- **Developing:** Providing tailored capacity-building support to help groups maximise the impact of their services, including support with communications, coordination, governance, funding and premises, as well as coordinating grant rounds.
- **Promoting:** Enable greater recognition of, respect for, and relationships between micro grassroots VCSEs and health partners in Bexley, as well as wider awareness among residents of the services offered by these groups to boost their impact.

The post will include outreach with a focus in the areas of highest health inequalities

### **Summary of main duties**

#### **Outreach, engagement and intelligence**

1. Undertake targeted outreach across Bexley, particularly in areas where the VCSE voice is under-represented, to identify, engage and build trusted relationships with small, informal and unincorporated community groups.
2. Work closely with the Community Champions Co-ordinator to identify individuals and emerging groups with ideas that have the potential to develop into sustainable community projects.
3. Maintain accurate and up-to-date records of grassroots VCSE organisations, including their activities, impact, development needs and outcomes, using BVSC's CRM and databases.

#### **Networking and partnership development**

4. Build and nurture informal networks of grassroots VCSE organisations to encourage peer support, collaboration and collective responses to emerging local issues.
5. Facilitate connections between grassroots groups and wider VCSE, statutory partners, commissioners and funders.
6. Support grassroots organisations to form partnerships and develop joint bids and proposals that address local priorities.

#### **Capacity building and organisational development**

7. Develop and deliver a sector-led annual programme of organisational development support (with the Head of Capacity Building and Volunteering), focused on leadership, governance, funding, safeguarding and service quality.
8. Provide tailored, evidence-based support to grassroots VCSE organisations through one-to-one advice, training, workshops and access to specialist expertise where required.
9. Manage a caseload of grassroots organisations, ensuring regular communication, responsive support, outcome tracking and progression towards sustainability.
10. Support new and existing groups to establish and strengthen governance structures, financial controls, safeguarding arrangements, quality standards and funding strategies.

11. Encourage and support organisations to access funding from a range of sources, including providing training and one-to-one support to develop high-quality funding applications.
12. Ensure support is accessible to groups and individuals experiencing disadvantage or discrimination, addressing barriers to participation.

### **Grant management**

13. Manage the Grassroots Development Fund, including outreach, application support, assessment and grant administration, ensuring fair access to core cost funding that strengthens long-term sustainability.

### **Advocacy, promotion and visibility**

14. Champion the role and value of grassroots organisations in addressing local priorities, particularly health and wellbeing inequalities, through events, stakeholder engagement and partnership forums.
15. Work with colleagues to ensure our Community Directory (Connected Bexley) accurately reflects grassroots activity and services across the borough.
16. Support grassroots organisations to advocate on behalf of their communities and service users on social issues.

### **Monitoring, reporting and organisational contribution**

17. Maintain high-quality records of support, funding outcomes, case studies and impact, producing summary reports for monitoring, learning and development.
18. Actively contribute to BVSC's wider priorities and initiatives to strengthen and develop the VCSE sector in Bexley.
19. Undertake any other duties commensurate with the role.

### **Person Specification**

Candidates will be required to demonstrate how they meet the skills and experience in their supporting statement, outlined in the criteria below.

Please address each of the criteria in turn.

### **Essential Criteria**

1. **Experience in the voluntary and community sector:** Experience of supporting small or medium-sized VCSE organisations, with an understanding of day-to-day operations, local partnership working and the challenges faced by grassroots groups.
2. **Capacity building skills:** Experience of supporting VCSE groups with organisational development, offering advice on funding applications or providing practical support around governance, safeguarding or equality, diversity and inclusion (EDI).
3. **Training development:** Experience of developing and delivering training (or sourcing specialist trainers) for VCSE organisations to meet identified training needs.
4. **Communication and interpersonal skills:** Friendly, patient and approachable, with strong written and verbal communication skills and the ability to build positive

relationships with a wide range of organisations, communities, and help motivate grassroots groups.

5. **Project or grant management experience:** Experience of supporting or managing projects or grants, including administration, monitoring, evaluation and reporting.
6. **Networking and relationship building:** Ability to support the development of local networks and partnerships, encouraging collaborative working and peer learning between VCSE organisations and community groups.
7. **Community engagement:** experience working with diverse and seldom-heard communities, including minority ethnic (global majority) groups and under-served populations.
8. **Organisational and self-management skills:** Ability to plan and prioritise own workload, work with initiative and manage a caseload of organisations with appropriate support and supervision.
9. **IT and digital literacy:** Confident use of Microsoft 365 applications and CRM systems to maintain accurate records, support monitoring and reporting, and contribute to outcome tracking.
10. **Commitment to equality and inclusion:** An understanding of equality, diversity and inclusion principles and a commitment to applying them in organisational support and community engagement work.
11. **Conducting outreach activity:** Ability to travel across Bexley, occasionally work evenings or weekends, and access to a car, motorbike, or bicycle for borough-wide visits.

### **Desirable Criteria**

1. Knowledge of using marketing, communications, websites, social media, and digital tools to support VCSE organisations' reach and engagement.
2. Understanding of local health, wellbeing, and social inequalities and how grassroots organisations contribute to addressing these issues.
3. Experience supporting collaborative funding bids or partnerships between multiple organisations.

Please submit your covering letter addressing **each of the person specification points above**, your CV and monitoring form by **23:59 on Sunday 1<sup>st</sup> March 2026** to:  
[humanresources@bvsc.co.uk](mailto:humanresources@bvsc.co.uk)

Please note, safer recruitment processes and appropriate pre-appointment checks will be completed before any role is confirmed.

If you would like an informal chat about the role or any reasonable adjustments required for the application or interview, please contact BVSC's HR team who can arrange this.