

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.

Our Values

- Inclusivity: We value our differences and work well together because of them.
- Accountability (& Integrity): We are committed and deliver effective solutions.
- People (Respect & Supportive): We care about the happiness and wellbeing of each other.
- Communication: We communicate clearly and respectfully fostering trust and collaboration.
- Creativity: We continually seek to improve how we work to achieve the best outcome.

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

Job Title:	Health & Wellbeing Volunteer Lead
Responsible to:	Head of Capacity Building & Volunteering
Salary:	£40,620.00 (inclusive of OLW, plus 6% pension contribution)
Hours:	35 hours (5 days per week)
Length of Contract:	Fixed term contract to 31 March 2027, with potential to extend (funding dependant)

About the role

We are looking for a strategic and proactive leader to drive the growth and impact of our volunteer-led health and wellbeing programmes.

This role provides leadership across the Bexley Buddies and Digital Champions programmes, guiding their expansion across GP surgeries and wider community settings while ensuring high-quality, volunteer-centred delivery. You will shape programme direction, strengthen cross-sector partnerships, and represent BVSC and Volunteer Centre Bexley at strategic, operational and community-level health and wellbeing forums. With responsibility for two staff members and over 80 volunteers, you will champion best practice, embed continuous improvement, and play a key role in delivering better outcomes for residents across the borough.

Key Duties:

Programme Leadership & Delivery

- Lead the ongoing expansion of the Bexley Buddies programme across 20+ GP surgeries, adapting delivery models and resolving operational challenges to ensure alignment with Community Connect and NHS health and wellbeing objectives.
- Identify and pursue strategic opportunities to embed Digital Champions within the Bexley Buddies programme, forging relationships with charities and community leaders to extend reach beyond GP surgeries and deliver improved outcomes for residents through wider volunteer-led community-based outreach.

- Oversee and quality assure programme delivery — including volunteer training and induction, monitoring and evaluation, safeguarding practice and data collection — to ensure programmes consistently deliver impact and a high-quality volunteer experience.

Partnerships & Stakeholder Engagement

- Lead and sustain effective relationships with stakeholders and commissioners, proactively identifying opportunities to secure additional funding and develop new partnerships.
- Initiate new, and re-establish previously held, relationships with community leaders involved in the initial phase of the Digital Champions programme, securing their engagement and support for the delivery of phase two.
- Approve and oversee partnership arrangements, ensuring all external collaborations support high quality programme delivery and align with organisational standards and objectives.
- Represent BVSC and Volunteer Centre Bexley at strategic, operational and community level health and wellbeing meetings, ensuring the programmes' priorities and insights are effectively communicated across the borough.

Volunteer Leadership & Workforce Development

- Coach and support staff and volunteers to adopt best practice in volunteer management, ensuring a seamless, inclusive and rewarding volunteer journey.
- Support volunteers to deliver activities within GP surgeries and through wider outreach to underserved communities.
- Provide line management to two staff members, offering clear guidance, performance support and professional development to ensure high quality programme delivery.
- Champion equity, diversity and inclusion across all volunteering activities by ensuring opportunities are accessible to marginalised and underrepresented communities, removing barriers to participation, and embedding EDI principles throughout programme design and delivery.

Continuous Improvement & Insight

- Continually evaluate programme approaches based on the changing needs of residents, GPs and NHS/ICB partners, identifying opportunities to strengthen effectiveness and impact.
- Establish and embed frameworks to monitor outputs and outcomes, using insight from volunteers, GP surgeries and service users to drive continuous improvement.

Other

- Uphold all BVSC policies and procedures, including safeguarding, GDPR and equality standard and actively contribute to internal meetings, training and cross departmental collaboration.

While the duties outlined reflect the core responsibilities of the role, we expect all staff to be flexible and willing to take on other tasks as needed to support the smooth running of the service.

Please note that the base for this role is at the Engine House, Bexley, however as this is a community focused position, you will be expected to travel across the borough and work in various locations as required.

Person specification

Essential Experience, Knowledge and Skills

1. Proven experience designing and delivering community health or wellbeing initiatives.
2. Strong track record of effective partnership working with the NHS, voluntary sector and/or local authorities.
3. Knowledge of best practice in volunteer management.
4. Experience facilitating group discussions and managing diverse personalities to maintain positive group dynamics.
5. Experience using project or programme management tools.
6. Excellent communication and stakeholder engagement skills, with the ability to influence others.
7. Experience in team leadership and performance management.
8. Experience representing an organisation at high-level strategic, operational or partnership meetings.
9. Strong problem-solving skills and ability to manage competing priorities.
10. Ability to develop and implement strategic plans.
11. Experience in monitoring and evaluation, including measuring outputs and outcomes.

Desirable

12. Access to a bike or car for travel across the borough.
13. Understanding of social prescribing or community-based health interventions.
14. Experience working with underserved or marginalised communities.

Additional Information

Please submit your covering letter addressing each of the person specification points above, your CV and monitoring form by midnight on 26/04/26 to: humanresources@bvsc.co.uk

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

We recognise that AI tools can be useful for basic checks such as spelling or grammar. However, we ask that candidates do not use AI to write or generate responses within their application. We value authenticity and want to hear your voice, experiences and motivations throughout the process.

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.