

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

Post:	Capacity Building Lead
Responsible to:	Head of Capacity Building & Volunteering
Salary:	£40,620 pro rata (inc OLV) + 6% pension contribution
Hours:	28 hours per week - 0.8 full time equivalent (flexible hours, hybrid working, part-time hours considered)
Contract:	6-month fixed term contract, potential to be extended
Probationary period:	5 months

Purpose of the Job

The Capacity Building Lead will play a central role in strengthening the voluntary, community and social enterprise (VCSE) sector across Bexley and Greenwich. Leading BVSC's capacity-building offer, the post holder will ensure organisations can thrive, adapt to changing needs and remain sustainable, enabling them to deliver high-quality services and improve outcomes for residents.

Managing a team of three, you will provide strategic leadership and a comprehensive organisational development support service for VCSE organisations, ensuring support is accessible, connected, consistent and responsive to local needs. You will work collaboratively with voluntary, statutory, health and community partners to strengthen relationships, promote collaboration, and create opportunities for shared learning and collective impact.

The post-holder will lead a team to support organisations at every stage of development. Key areas of focus will include:

- **Equality, Diversity and Inclusion (EDI)** – supporting organisations to develop inclusive policies, practices and cultures.
- **Governance and Leadership** – strengthening organisational effectiveness, trustee development and good governance.
- **Funding and Financial Sustainability** – increasing resilience through fundraising support, funding advice and access to opportunities.
- **Safeguarding and Safe Practice** – promoting robust safeguarding standards and organisational compliance.
- **Training and Development** – designing and delivering a comprehensive programme of training, workshops and learning opportunities in a range of accessible formats.
- **Partnerships and Networking** – creating opportunities for collaboration, peer support and cross-sector working.
- **Organisational Capacity Building** – helping organisations develop the skills, knowledge, systems and confidence needed to achieve their objectives and maximise their impact.

Through a flexible, responsive and user-centred approach, the Capacity Building Lead will help build a stronger, more connected and resilient VCSE sector, amplifying community voice and ensuring local organisations are equipped to meet current and future challenges.

The post-holder will be responsible for:

Summary of main duties

1. Leadership and Service Delivery

- Lead the Capacity Building Team to ensure high-quality and timely advice, training and signposting is delivered to VCSE organisations, responding to current needs, supporting safe practice and promoting long-term sustainability.
- Manage a personal caseload of advice and support to VCSE organisations, while guiding and supporting team members to effectively manage their own caseloads and maintain high standards of customer service.
- Identify and embed approaches to streamline and strengthen the capacity-building offer across Bexley and Greenwich, maximising reach, impact and accessibility.

2. Organisational Development and Capacity Building

- Maintain up-to-date knowledge of developments in governance, safeguarding, equality, diversity and inclusion (EDI), and wider regulatory and sector best practice, translating this into practical advice, training, resources and organisational development support for VCSE organisations.
- Design and deliver, or commission where appropriate, a programme of high-quality training and development opportunities that build the skills, knowledge and confidence of VCSE organisations.
- Gather insights into the changing needs of local small and medium-sized organisations, using this intelligence to shape and improve the support offer.

3. Partnership Development and Sector Engagement

- Build and maintain strategic relationships with VCSE organisations, statutory agencies, health partners and other stakeholders, creating opportunities for collaboration, shared learning and community-led approaches.
- Facilitate networking forums, learning events and communities of practice that encourage collaboration, peer support and knowledge sharing across the sector.
- Develop and implement outreach and communication strategies that increase awareness of and engagement with BVSC's Capacity Building Service, maximising borough-wide and cross-borough opportunities delivered by partners.

4. Funding, Grants and Service Development

- Maintain oversight of grant-giving programmes, ensuring compliance with BVSC's grant-making principles and funder requirements, including due diligence, grant agreements and reporting.

- Manage relationships with funders and commissioners, ensuring effective monitoring and evaluation frameworks are in place, and all reporting requirements are met, including the collection of case studies that showcase the impact of BVSCs support.
- Identify and promote funding opportunities, building relationships with funders and supporting VCSE organisations to access and secure external funding.
- Lead and contribute to funding applications and tender responses that strengthen and expand BVSC's capacity-building services across Bexley and Greenwich.

5. Data, Insight and Performance

- Manage CRM systems to ensure accurate and up-to-date information is maintained on the local voluntary sector, enabling effective reporting, insight gathering and targeted engagement activities.

6. People Management

- Lead and line manage a team of staff, including recruitment, induction, supervision, coaching, performance management, appraisal and staff development, fostering a positive and high-performing team culture.

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 of providing capacity-building and organisational development support to VCSE organisations, including strengthening sustainability through funding and fundraising support.
2. Experience of leading, managing and developing staff, including supervision, performance management, coaching and development.
3. Strong knowledge of governance, charity regulation, safeguarding, EDI and sector good practice, with the ability to translate this into practical support and advice.
4. Experience of designing and delivering training, workshops and learning opportunities for diverse audiences.
5. Excellent communication, facilitation and influencing skills, with experience of building effective partnerships across VCSE, statutory, health and community sectors.
6. Experience of securing and managing grant-funded programmes, including funding applications, due diligence, monitoring, evaluation and reporting.
7. Ability to analyse data, identify emerging needs and trends, and use insight to improve services and organisational effectiveness.

8. Proficiency in Microsoft 365, CRM/database systems and digital communication tools.
9. Experience of managing budgets and resources effectively, including an understanding of full-cost recovery principles.
10. Ability to travel across Bexley, Greenwich and surrounding areas as required.

Desirable Criteria

11. Knowledge of the voluntary, community, faith and social enterprise sector within Bexley, Greenwich or neighbouring London boroughs.
12. Experience of developing and leading networking forums, communities of practice or cross-sector collaborative initiatives.
13. Specialist knowledge and experience in one or more of the following areas: equality, diversity and inclusion (EDI), governance, safeguarding, funding and financial sustainability, organisational development, training and workforce development, partnership working, or community development.

Additional Information

Please submit your supporting statement addressing each of the person specification points above, your CV and monitoring form by **Thursday 10th of September at 23:59** to: humanresources@bvsc.co.uk

Interviews will be held **week commencing 21st of September 2026** at BVSC's offices, Engine House Bexley, 2 Veridion Way, Erith, DA18 4AL.

If you do not hear from us, please assume your application was not successful, we are unable to provide feedback on applications which are not shortlisted.

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.