

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: Community Champion Co-ordinator
Responsible to: Volunteer Development Lead
Salary: £33,699 per annum incl. OLV + 6% pension contribution
Hours: 35 hours across 5 days
Contract: Fixed term 8-month contract
Probationary period: 5 months

Purpose of Job

To co-ordinate and develop the Bexley Community Champions programme, supporting a diverse network of volunteers to share trusted health and wellbeing information, gather community insight and strengthen communication between residents, communities and local partners.

Aims of the project

- Build a diverse, informed and sustainable network of Community Champions across Bexley.
- Improve access to trusted health and wellbeing information, particularly for communities experiencing barriers or health inequalities.
- Create meaningful routes for community insight to inform local services, consultation and decision-making.
- Develop clear Champion pathways, including Youth Champions, Lead Champions and other volunteer leadership opportunities.
- Strengthen collaboration between Champions, communities, the voluntary and community sector, the NHS, Public Health, the local authority and other stakeholders.

Summary of main duties

- Champion recruitment, support and development.
- Act as the first point of contact for Community Champions and provide consistent, person-centred support throughout their involvement.
- Plan and deliver targeted volunteer recruitment and outreach activity to build a network of champions that reflects Bexley's diverse communities, including groups that are underrepresented or less likely to engage with services.
- Recruit, onboard and induct new Champions, ensuring they understand the role, boundaries, safeguarding arrangements and the support available to them.
- Provide regular communication, check-ins, recognition and opportunities for Champions to connect, share learning and develop their confidence.
- Develop and support Community Champion pathways, including Young Champions, Lead Champions and other volunteer leadership opportunities.

Community engagement and voice

- Deliver outreach and engagement activity, listen to residents' experiences and gather community insight to help identify needs, barriers and emerging issues.

- Facilitate opportunities for co-production by involving Champions and communities in service design, consultation and decision-making with stakeholders.
- Organise and facilitate regular online and face-to-face Champion meetings, drop-ins and engagement sessions.

Training, resources and communications

- Identify learning needs and co-ordinate relevant training, information and development sessions for Champions.
- Manage digital communication channels and online communities, ensuring Champions receive timely information, resources and opportunities to engage.
- Develop and maintain accessible resources, briefings and toolkits that support Champions to carry out their roles safely and confidently.

Partnership and project development

- Develop and maintain relationships with the NHS, Public Health, voluntary and community sector organisations, the local authority and wider community stakeholders.
- Maintain an effective two-way flow of information between Champions, communities and health and wellbeing partners, creating opportunities for Champion voices to be heard in appropriate forums.
- Represent the Community Champions programme at relevant local, London-wide and national meetings, networks, forums and conferences.
- Develop new workstreams, pilot projects, resources and toolkits; identify gaps and contribute to future funding and service development.
- Manage the Youth Champions Microgrants programme monitoring, delivery and outcomes. Providing a comprehensive report of the pilot.
- Provide advice, guidance and ongoing support to funded organisations to develop youth-led projects aligned with the programme's key themes, facilitate collaboration and peer learning, and enable young people to become Youth Community Champions.

Events, monitoring and impact

- Plan, co-ordinate and evaluate outreach sessions, workshops, awareness campaigns and community engagement events.
- Collect, analyse and present monitoring, evaluation and impact data, including case studies and insight reports, to demonstrate outcomes and inform future service development.
- Maintain accurate records to demonstrate the outputs and outcomes of the Community Champions Programme, producing quarterly reports for commissioners

Organisational responsibilities

- Identify, report and monitor safeguarding concerns in line with BVSC policy and current local procedures.

- Comply with BVSC policies and procedures and relevant legislation, including data protection, confidentiality, safeguarding, equality, diversity and inclusion.
- Attend staff meetings, supervision and training as required and contribute positively to wider team and organisational priorities.
- Travel across the borough to attend meetings, outreach and events, with occasional evening or weekend work where required.
- Undertake other reasonable duties that support the effective delivery of the programme and BVSC's wider work.

Person Specification

Essential Criteria

- Experience of community development, volunteer engagement, health and wellbeing, or a related role within the voluntary, public or community sector.
- Experience of recruiting, supporting and developing volunteers or community representatives in a person-centred way.
- Experience of outreach and engagement with people from diverse backgrounds, with a practical commitment to equality, community voice and reducing health inequalities.
- Excellent interpersonal and communication skills, with the ability to build trust and maintain effective relationships with volunteers, residents and professional partners.
- Experience of planning and facilitating meetings, workshops, training or community events, both online and in person.
- Ability to gather, analyse and present monitoring and impact information, including community insight, outcomes and case studies.
- Strong organisational and project co-ordination skills, with the ability to manage competing priorities, use sound judgement and work both independently and collaboratively.
- Confident digital skills, including Microsoft Office, online communication platforms and CRM or database systems, with the ability to handle confidential information appropriately and understand data protection responsibilities.
- An understanding of safeguarding, professional boundaries and safe volunteer practice, with the confidence to identify and report concerns.
- Ability to travel efficiently across Bexley and work occasional evenings or weekends where required

Desirable Criteria

- Knowledge of Bexley's communities, voluntary and community sector, local services and referral pathways, alongside an understanding of the local health and social care landscape.
- Experience of developing new projects, pilots, resources or funding proposals, including administering small grants or supporting funded organisations to monitor delivery and outcomes.
- Experience of engaging young people or supporting youth-led activity.

- Experience of facilitating community involvement in consultation, service design or decision-making.

Additional Information

Please submit your covering letter addressing each of the person specification points above, your CV and monitoring form by **midnight on 4th September 2026** to:
humanresources@bvsc.co.uk

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.