

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.

BVSC is the proud home of Volunteer Centre Bexley. The Volunteer Centre supports organisations involving volunteers, such as charities, community groups and public-sector organisations to deliver best practice in the recruitment, management and support of volunteers. The Volunteer Centre offers advice and information to people seeking volunteering opportunities, brokers volunteer placements, and helps to raise the profile of volunteering in the borough through events and communications.

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
- Modern offices with free parking and an on-site gym (membership fee)
- A positive, inclusive team culture where your ideas are valued
- Enhanced maternity/paternity pay
- Employee Assistance Programme

Job Description

Post:	Volunteer Development Lead
Responsible to:	Head of Capacity Building & Volunteering
Salary:	£40,620 (inc OLW) + 6% pension contribution
Hours:	35 hours (flexible hours, hybrid working, part-time hours considered)
Contract:	Permanent
Probationary period:	5 months

Purpose of Job

Volunteering in Bexley is entering an important new phase. Local organisations are responding to growing demand, changing community needs and increasing pressures on capacity, while residents are looking for flexible, inclusive and purposeful ways to contribute their time, skills and experience. To thrive, volunteering needs strong local leadership, practical support for volunteer-involving organisations, and imaginative approaches that make participation accessible to more people.

This role will help shape that future. Working through Volunteer Centre Bexley and in partnership with the wider voluntary, community, statutory and business sectors, the Volunteer Development Lead will strengthen volunteering infrastructure, support high-quality volunteer management, develop targeted volunteering programmes and will develop and embed a local Vision for Volunteering that is ambitious, inclusive and rooted in the needs and strengths of Bexley's communities.

The Volunteer Development Lead will provide strategic and operational leadership for Volunteer Centre Bexley, ensuring the Centre is a trusted, visible and effective source of volunteering expertise for residents, charities, community groups and partners across the borough. The post holder will lead the development and delivery of high-quality volunteering support, brokerage, training, communications and engagement activity that enables more people to volunteer and more organisations to involve volunteers well.

The post-holder will be responsible for:

Summary of main duties

1. Lead the strategic and operational development of Volunteer Centre Bexley, ensuring it provides visible, high-quality leadership, expertise and support for volunteering across the borough.
2. Manage, support and develop the Volunteer Centre staff (3.6fte paid staff members) and volunteers, ensuring effective systems, supervision, communications, enquiry handling, brokerage and service delivery.
3. Strengthen the capacity, confidence and practice of volunteer-involving organisations by providing advice, training, resources, peer-learning opportunities

and one-to-one support that promotes safe, inclusive and effective volunteer management.

4. Lead the development, coordination and delivery of volunteering programmes and funded initiatives, including Community Champions, Women and Girls' Health Champions and Volunteering for Health, ensuring they respond to identified community need, are well planned and demonstrate clear outcomes and impact.
5. Champion volunteering across Bexley by building strong relationships with voluntary, community, statutory and business partners, representing BVSC and Volunteer Centre Bexley at relevant forums, and promoting good practice and collaboration.
6. Develop innovative approaches to increase and diversify volunteering participation, reduce barriers for residents, improve volunteer experience and ensure opportunities are meaningful, accessible and aligned with local priorities.
7. Develop and implement a local Vision for Volunteering, using knowledge of local need, national trends, policy, legislation and emerging practice to identify gaps and shape new approaches.
8. Lead activity that raises the profile of volunteering and celebrates the contribution of volunteers and volunteer-involving organisations, including events, campaigns, communications and recognition activity.
9. Oversee monitoring, evaluation, reporting, case studies, budgets and funding activity for Volunteer Centre services and projects, including developing funding bids and using evidence of need and impact to support the Centre's sustainability and future growth.
10. Ensure Volunteer Centre systems, records, policies, website content and quality standards are maintained, and that BVSC's own volunteer practice reflects good practice, organisational policies and relevant legislation.

Person Specification

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

Please address each of the criteria in turn.

Essential Criteria

1. Significant experience of leading and developing staff, volunteers or project teams to deliver high-quality services, achieve agreed outcomes and respond effectively to changing priorities.
2. Strong understanding of volunteering infrastructure, volunteer management good practice, and the legal, policy and safeguarding considerations involved in supporting safe, inclusive and effective volunteering.
3. Experience of developing, coordinating and improving volunteering programmes or services that respond to identified community need and demonstrate clear outcomes and impact.

4. Experience supporting organisations to improve volunteering practice, capacity and quality through advice, training, resources and tailored support.
5. Ability to build and sustain effective partnerships across the voluntary, community, statutory and business sectors, and to represent the organisation confidently in a range of forums and networks.
6. Experience using evidence, insight and learning to identify needs, improve services, develop new approaches, and inform strategic planning.
7. Ability to lead outreach, engagement and communications activities that promote volunteering, engage diverse communities, and reduce barriers to participation.
8. Experience monitoring, evaluating and reporting on projects or services, including collecting data, case studies and impact evidence for a range of stakeholders.
9. Experience contributing to budgets, funding applications or bids, and using evidence of need and impact to support service sustainability and growth.
10. Excellent written, verbal, digital and organisational skills, with the ability to manage competing priorities, maintain accurate records, and deliver work effectively.

Desirable Criteria

11. Relevant qualification or professional development in volunteering, volunteer management, community development, leadership, or the voluntary and community sector.
12. Experience working within, or in partnership with, a Volunteer Centre, local infrastructure organisation, or similar voluntary and community sector support body.
13. Experience developing or delivering funded volunteering, health, wellbeing, community champion, or other community-based programmes.
14. Ability to travel across the borough to attend meetings, events and outreach activities, including occasional evenings and weekends where required.

Additional Information

Please submit your covering letter addressing each of the person specification points above (no more than two pages), your CV and monitoring form by **23:59pm, Monday 19th October 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.

Interviews are likely to be held on **Thursday 29th October 2026** at BVSCs offices (Engine House Bexley, 2 Veridion Way, Erith, DA18 4AL).

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.