



BEXLEY VOLUNTARY SERVICE COUNCIL
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Important information for applicants
please ensure you read the application guidance below.

Bexley Voluntary Service Council's Vision, Mission and Values

Vision – *what we would like the world to look like*

There is a strong sustainable and influential voluntary and community sector that makes a positive impact to people's lives in Bexley

Mission – *how BVSC proposes to get there*

BVSC will strive towards this vision by building the resilience, reach and voice of the voluntary and community sector in Bexley

Values: *the cultural beliefs of organisation - how the organisation and the staff within the organisation behaves and how we operate*

We believe in:

- Integrity, honesty and transparency
- Showing respect
- Being responsive
- Being positive and proactive
- Working in partnership
- Learning and improving
- Maintaining our independence
- Safeguarding and professional boundaries

Our Aims:

1. To support the development and sustainability of voluntary and community organisations in Bexley
2. To continue to provide an effective voice for the voluntary sector and their service users
3. To create and maintain an influential and supportive relationship between the local VCS and its public sector partners
4. To enable collaboration between voluntary and community organisations and with other partners
5. To ensure that BVSC remains the hub for volunteers and volunteering in Bexley
6. To support organisations to identify and respond to needs within the community
7. To ensure that BVSC has the resources for continuous improvement and development

Application guidance – important information

Please send an up to date CV and supporting statement to apply for this post. The CV should include 2 references, one of whom must be your most recent employer. You must also include a supporting statement that describes why you are the right person for this post. Ensure you read the job description and person specification as they outline the skills, knowledge and experience required for this post. The supporting statement should address how you meet the person specification and job description as we draw up a shortlist on the basis of this information.

Summary of Terms & Conditions of Employment

1. Annual Leave

Annual leave is 25 days. In addition, staff receive all public holidays and are not required to work in the period between Christmas and New Year. Part time staff will receive their annual leave on a pro-rata basis.

2. Hours of Work

Full time hours of work are 35 per week excluding lunch. Core hours are 9.30am to 4.00pm.

3. Pensions

BVSC is able to contribute 6% of the employee's salary to a pension scheme for eligible employees. Employees must contribute a minimum of 3% of salary.

4. Sickness Provision

During the first year of service staff will be entitled to 1 month full pay and 1 month half pay, after 6 months of service. Thereafter it will increase with service to a maximum of 3 months full pay and 3 months half pay.

5. Travel

Any travel within the borough and to neighbouring boroughs will be reimbursed at the Inland Revenue tax-free rate.

6. Commitment to Training & Development for all Staff

BVSC recognises the importance of continuous learning and development to both the individual and the organisation.