



BEXLEY VOLUNTARY SERVICE COUNCIL  
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# Information for applicants

# ***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 is able to make a positive impact to people's lives in Bexley

**Mission** – *how BVSC proposes to get there*

BVSC will 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

# ***Summary of Terms & Conditions of Employment***

## ***1. Annual Leave***

Annual leave entitlement for this post is 23 days plus 8 bank holidays. In addition, the BVSC office is closed between Christmas and New Year, adding another 3 days paid leave. In total your entitlement is 34 days.

## ***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 to a pension scheme for eligible employees. Employees must contribute a minimum of 3% of salary, BVSC will contribute 6% 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.