



Recruitment Pack

**VCFSE Capacity Building & Funding
Adviser**

Closing Date: Friday 22nd November 2024

Thrive Trafford

VCFSE Capacity Building & Funding Adviser

Thrive Trafford are looking to add extra capacity to our team to assist with VCFSE capacity building, providing funding advice, and support for social economy organisations. This role is flexible up to 2 days per week, and will especially suit those looking for a self-employed, freelance consultancy, or a secondment opportunity from a VCFSE or partner organisation operating in the Trafford or Greater Manchester area.

Who We Are and What We Do

Thrive Trafford is Trafford Council's contracted Voluntary, Community, Faith and Social Enterprise (VCFSE) sector Infrastructure Support Service. Thrive Trafford has been delivering this service since 2012.

Trafford has a strong and resourceful VCFSE Sector made up of over 1,600 groups and organisations of all types and sizes.

Thrive Trafford provides a range of services to support the VCFSE sector in Trafford under 4 themes:

1. **Capacity Building** – Including providing information, advice and organisational development support.
2. **Partnership Working** – Supporting development and delivery of Trafford's VCFSE Strategy, and developing the sector's strategic engagement in local partnerships, including representing Trafford's VCFSE Sector in Greater Manchester.
3. **Events and Communications** – Running our highly successful Trafford VCFSE Strategic Forum events, producing e-bulletins, and managing the Thrive Trafford website and social media posts.
4. **Volunteering Coordination** – Providing Trafford's volunteering brokerage service, delivering quarterly Volunteer Managers Network meetings, and working with businesses to support social value and CSR opportunities.

Thrive Trafford also deliver a Social Economy Programme in partnership with the other Greater Manchester boroughs, and works in partnerships across the VCFSE, public and private sectors, including with Trafford Community Collective which provides VCFSE sector voice and representation.

Overall our aim is to support the Trafford VCFSE Strategy Vision to develop “**a strong and diverse VCFSE sector which plays a key role in strengthening communities and delivering shared priorities**”.

Please see the Thrive Trafford [website](#) for more information about our services, support and current developments, and access the Trafford VCFSE Strategy [here](#).

Terms	
Salary/ Fee Rate	Up to £30,000 per annum pro rata subject to experience
Hours of Work	Part Time hours to be agreed
Location	Homebased but will need to travel to Trafford on a regular basis
Responsible to	Thrive Trafford Director
Area of Work	Trafford borough

Who We Are Looking For

We are looking for a VCFSE support professional who is self-motivated and shares our passion for supporting the VCFSE sector in Trafford. Relevant experience will be important as is being an energetic self-starter who can adapt their skills and work in partnership with others. Good organisational, person and communication skills will be essential.

What You Will Be Doing

As a Capacity Building & Funding Adviser you will help Trafford's VCFSE sector to grow by developing the capacity of VCFSE organisations, enabling them to become more resilient and sustainable. This will include helping VCFSEs with their development needs, taking enquiries, triaging their requirements, and providing support and advice.

- Main Responsibilities**
- Providing capacity building support, for example assisting with start up; advising on governance and legal structures; helping with policies and procedures; and advising on projects and partnerships.
 - Conducting funding searches and providing 'critical friend' support with funding applications, including funding skills development and partnership bids.
 - Supporting the development of social enterprises including making referrals to mainstream business support and raising awareness and access to social investment.
 - Working with partners to support VCFSEs with Community Asset Transfer.

Person Specification

Skills

Excellent verbal and written communication skills.

Good time management and able to organise/ prioritise your workload within an agreed plan.

Able to network and work in partnerships with people from a wide range of organisations, including VCFSEs, public and private sector.

Fully confident in using digital technology including office applications and online meetings.

Knowledge

Knowledge and understanding of Trafford – the place and its people.

Understanding of good practice related to the development and growth of the VCFSE sector, including the social economy.

Knowledge of funding sources and writing funding applications.

Understanding of partnership working and co-production principles.

Awareness of the importance of GDPR, Data Protection and safeguarding compliance.

Experience

Experience of providing advice and support to the VCFSE sector and social economy organisations/ or of leading and managing a VCFSE/ social enterprise.

Experience of capacity building techniques and the development of growth of VCFSE sector organisations.
Experience of working with public and private sector partners and in building networks.
Experience of facilitating meetings in person and online, and producing clear reports and monitoring information.

Behaviours
A commitment towards the Trafford VCFSE Strategy Vision to develop a strong and diverse VCFSE sector which plays a key role in strengthening communities and delivering shared priorities.
Able to deal with sensitive information with discretion and to maintain confidentiality.
Able to network and positively represent Thrive Trafford and Trafford's VCFSE sector.
A flexible proactive approach to work including ability to prioritise and reprioritise.
A commitment to equality, inclusion, positively promoting diversity and challenging inequality.
A commitment to your own personal training and development.

Other Duties
To perform any other duties commensurate with these responsibilities, the needs of the organisation, and the skills and qualifications of the postholder.

This role description is intended as an outline of the general areas of activity and responsibility for the post holder and may be amended considering the changing needs of Thrive Trafford.

To apply, please send the following:

- **An up to date CV (maximum 2 pages)**
- **A Supporting Statement which describes how you will be able to meet the role main responsibilities; competencies set out in the person specification; and why you believe you will be most suited to this (maximum 2 pages).**

Please return your CV and Supporting Statement to Chris Hart, Director, Thrive Trafford at chris.hart@thrivetrafford.org.uk by 5:30pm on Friday 22nd November 2024.

For further information or any queries please also contact chris.hart@thrivetrafford.org.uk

Thrive Trafford is delivered by Pulse Regeneration Ltd on behalf of Trafford Council

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