



**VONNE**  
voluntary organisations' network north east

Partnerships and Projects

Support Officer

**Candidate Pack**

November 2020

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## Welcome

Dear Potential Applicant

I am pleased that you have enquired about the opportunity to become the Partnerships and Projects Support Officer. This is a great opportunity for a well organised, enthusiastic, and proactive individual to work in a busy and varied role within a small, friendly team.

VONNE supports and promotes all charities, community groups and social enterprises in the North East. We have over 1200 members with further reach through our many networks. VONNE have a committed and experienced staff team of nine and have built a reputation for expertise and quality.

VONNE builds and maintains partnerships across the VCSE sector and between the sector and stakeholders and we have recently been working on a number of additional strategic areas to support the sector in the North East in response to the Covid-19 pandemic. We are seeking a Partnerships and Projects Support Officer to support the development and delivery of these areas of work.

This post is also available as a secondment. If you wish to discuss this please contact Angela Goodfellow on 0191 2332000 or email [recruitment@vonne.org.uk](mailto:recruitment@vonne.org.uk)

The closing date for applications is **noon on Thursday 3<sup>rd</sup> December 2020**, with interviews being held (virtually) on Monday 14<sup>th</sup> and Tuesday 15<sup>th</sup> December 2020. Please email any queries and/or your completed application form to [recruitment@vonne.org.uk](mailto:recruitment@vonne.org.uk)



Carol Botten, CEO

## Job Description

<b>Job Title</b>	<b>Partnerships and Projects Support Officer</b>
<b>Hours Worked</b>	<b>Full time 37 hours per week</b>
<b>Contract</b>	<b>6 month fixed term contract</b>
<b>Salary</b>	<b>NJC Points 7-11 (£20,092-£21,748)</b>
<b>Responsible to</b>	<b>Deputy Chief Executive</b>

### Summary

This post is an opportunity to develop a range of project support and partnership working skills in a busy VCSE sector organisation. Active experience, shared learning and access to external courses will be provided to support learning, training and professional development.

### Key Emphasis

- To support VONNE's partnership and project work with the VCSE sector and external stakeholders.
- To provide project coordination and communications support to VONNE staff team on identified areas of work.

### Key Tasks

#### **Projects**

- Work with project leads(s) to support project planning and delivery.
- To provide support to VONNE staff with project delivery including coordinating and promoting events, liaison with project partners and evaluation and follow up.
- Conducting desk-based research as appropriate to support project lead(s).

#### **Partnerships**

- To provide support to project lead(s) with duties including liaison between staff and external contacts, coordinating meetings and events, and acting as a point of contact for projects.

- To support preparation and dissemination of surveys and feedback questionnaires to a range of stakeholders and the preparation of evaluation and monitoring reports.

### **Events**

- Help organise and support events including supporting production of event materials and evaluation reports.
- Attend events and other networking opportunities to promote VONNE, as required.

### **Office and administrative systems**

- Support the implementation of office and administrative systems including providing practical assistance to staff.
- Carry out day to day administration and office functions including reception services as required.
- To undertake any other duties commensurate with the grade.

## Person Specification

### Knowledge, Skills and Expertise

We are seeking an individual with excellent organisational skills who can manage competing priorities and work under their own initiative, whilst having the ability to work well within a team environment.

### Essential

- Excellent interpersonal skills and the ability to work with a wide variety of stakeholders.
- Experience of project and/or partnership coordination or support roles.
- Excellent written and verbal communications skills.
- Good attention to detail.
- Experience using a range of communication tools.
- Excellent time management skills and ability to prioritise activity.
- Be highly IT literate with experience of using appropriate technology including MS Office.
- Ability to work on own initiative whilst being a good team player.
- Supportive of VONNE's commitment to implementing equal opportunities and promoting diversity.

### Desirable

- Experience of event set up and support.
- Experience working within a membership organisation.
- Experience working with the following technologies: CiviCRM system or other open source Software platforms, Microsoft Teams, Drupal, Trello, Canva, Zoom and the Google suite of products.
- Knowledge of the voluntary sector and key stakeholders.

## Principle Terms and Conditions

<b>Job Title</b>	<b>Partnerships and Projects Support Officer</b>
<b>Responsible to</b>	<b>Deputy Chief Executive</b>
Salary	This post is offered at NJC Points 7-11 (£20,092-£21,748). Standard of living increases will be awarded each year in line with local authority pay settlements. Following the probation period, salary scale increments will be awarded annually.
Contract	6 month fixed term contract.
Hours	37 hours per week. Usual working hours are Monday to Friday, 9am to 5pm. However, we operate a flexible system to allow for working patterns outside these hours to be accommodated, with agreement, according to need.
Notice	Notice to terminate employment is one month by either side (one week during the probationary period).
Annual leave	The full time entitlement is 25 days plus Bank Holidays and the period between Christmas and New Year. Annual leave increases to 28 days with annual increments of 1 day for each full year of continuous service.
Pension	VONNE's pension provider is The People's Pension and VONNE is prepared to make an employer contribution to this or the post holder's personal pension scheme of 5% of salary, provided the staff member makes at least the minimum contribution as per auto-enrolment.
Location	VONNE's normal place of work is at 4 <sup>th</sup> Floor, MEA House, Ellison Place, Newcastle upon Tyne, NE1 8XS, however during the pandemic staff are working from home temporarily. Once we are back to 'normal' then the role requires that you will occasionally work at other locations (mainly in the North East) to attend meetings and events.
Expenses	VONNE will pay for travel and subsistence if an employee is requested to travel as part of their role (outside of commuting to work).
Health	All VONNE staff are covered by the Simply Health Cash Plan scheme where employees can claim for visits to an optician, physiotherapist, chiroprapist, emergency care from the dentist and more.

## Recruitment Timetable

**Application deadline**                      **Thursday 3<sup>rd</sup> December 2020 (noon)**

**Invites to interview**                      **by Friday 11<sup>th</sup> December 2020**

**Interview Date**                              **Monday 14<sup>th</sup> and Tuesday 15<sup>th</sup> December 2020**

Please note that interviews will be held virtually

We will always endeavour to contact all applicants following shortlisting, however if you have not heard from us by Friday 11<sup>th</sup> December then unfortunately your application has not been successful.