

Health & Wellbeing Projects Support Officer Candidate Pack

August 2026





Strengthening the VCSE Sector – Sharing
Knowledge – Supporting you

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Welcome

I am pleased that you have enquired about the opportunity to become the **Health & Wellbeing Projects Support Officer** at VONNE (Voluntary Organisations' Network North East). 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 1,500 members with further reach through our many networks. VONNE have a committed and experienced staff team of 22 and have built a reputation for expertise and quality. VONNE builds and maintains partnerships across the Voluntary, Community and Social Enterprise (VCSE) sector and between the sector and stakeholders.

We are seeking a Health and Wellbeing Projects Support Officer to support the development and delivery of these areas of work within our Health and Wellbeing projects.

We offer 25 - 28 days holiday plus Bank Holidays (pro rata), and an extra birthday leave day, a training and personal development allowance, flexible working, Simply Health care plan, pension and the opportunity to work in a busy yet supportive environment.

The closing date for applications is **Sunday, 13 September at midnight**, with interviews being held on **Tuesday, 29 September/Wednesday 30 September 2026**. To arrange an informal chat, please contact Health and Wellbeing Project Support and Communications Manager, Sara Toal, at email sara.toal@vonne.org.uk.

We welcome applications from all suitably qualified candidates, regardless of their race, gender, disability, religion/belief, sexual orientation or age. Shortlisting is carried out by a team of real people, not AI.

Please email your completed application form to recruitment@vonne.org.uk

If you require this pack in an alternative format, please email recruitment@vonne.org.uk.



Martin Brookes
Chief Executive





About VONNE

Established in 2000, we have developed and continue to maintain a strong understanding of the needs of the sector and how we can best support organisations through ongoing research and conversations.

Our unique regional position gives us the ability to pilot new projects and approaches to benefit the North East area, often working across sectors with a wide variety of partners. We apply professionalism and knowledge to all the work that we do, and we strive to be a role model for the sector and the region by championing excellence, collaboration and social justice.

Through our work we:

- Share Knowledge.
- Build partnerships and collaboration
- Strengthen the sector
- Give our members a collaborative voice.



VONNE'S Mission

VONNE supports, promotes and advocates for the North East's VCSE sector. Through information, membership and networks, we will help them thrive, collaborate and succeed.

We want a thriving VCSE sector supporting communities and addressing inequalities in the North East of England.

VONNE's Strategic Aims

- **Support** - to support a diverse VCSE sector by providing high-quality services that strengthen capacity, capability and impact.
- **Promote** – to promote the value and contribution of the VCSE sector to a wide range of audiences.
- **Advocate** – to advocate for the VCSE sector as a vital partner in shaping policy, strategy and public services.

History of VONNE

VONNE was established as a registered charity and company limited by guarantee in 2000, and it was recognised that the VCSE needed a voice and representation at every level of decision making. VONNE's region spans 12 unitary authorities, ranging from Berwick in the north to Saltburn in the south, and the Pennines in the west.

VONNE has remained both relevant and much needed throughout the ever-shifting picture of sub regional and regional arms of government and has grown in strength, adapting to the new policy environment in which it operates.

VONNE is an expert on the sector in the North East and is a credible presence, continuing to attract funding and generate new revenue streams that are aligned to our mission enabling us to maintain a healthy reserves position.

VONNE's profile is high, and our reputation remains solid both within and beyond the North East region. Information to the sector has been of a consistently high standard and VONNE's advocacy work, intelligence, and expertise on behalf of the sector continue to be well regarded.

“VONNE encourages ambition and thinking out of the box, not afraid to lead from the front if that's what's required to get something started.”



Strategic Development

Following a period of rapid organisational growth and change, VONNE refreshed and released our strategy for 2026 – 2031 placing greater emphasis on our core purpose of supporting, promoting and advocating for the North East VCSE sector.

As a membership organisation, we'll be focussing more directly on putting member voices, experiences and needs at the heart of our work. This will see us develop greater cohesion across our work streams, including building stronger connection between policy, membership and communication – the core of our work.

[Read our strategy here.](#)



Structure

In recent years we have been successful in developing and securing funding for a number of new multi-year strategic projects. In early 2022, after 2 years of significant growth, we undertook an organisational restructure to establish three core teams – Operations, Members Services and Projects and Partnerships. More recently, as part of our strategy review, we created an additional Communications and Marketing team and Policy and Data team. This has enabled us to recruit additional staff and ensure adequate staff capacity across the various functions of the organisation

You can see our [VONNE Structure 2026](#)



Why work for VONNE

VONNE is a great place to work. We have a fantastic team of highly skilled, knowledgeable and kind people, who are passionate about the work they do.

We have a welcoming and supportive environment, and you will be a valued member of the team, where your views and opinions will be encouraged and welcomed, we work together to achieve our goals, have a strong mission and positive values.

VONNE offers lots of staff benefits including:

Hybrid and flexible working, up to 28 days annual leave plus Bank Holidays AND the period between Christmas and New Year, a day off on your birthday, access to Simply Health scheme to cover costs of everyday healthcare such as prescriptions, visits to the dentist, opticians, GP appointments, etc.

A training and development allowance, refreshed annually to support your career development and a small amount each year to support your personal development to either undertake a course or activity that will broaden skills or knowledge, or that is designed to increase self-esteem or self-confidence and support overall wellbeing.

We have a focus on health and wellbeing and discuss this regularly through supervisions.

Further benefits include a clear salary scale so you can progress each year, and a 5% employer contribution to our pension scheme. We offer a travel scheme so you can spread the cost of commuting across the year, and a Cycle to Work scheme which will support you to buy a bike, plus several other benefits.

Job Description

Job Title	Health & Wellbeing Projects Support Officer (12 month fixed term contract. We are currently seeking continued funding to extend the programme including this role.
Days Worked	Full Time (37 hours per week)
Salary	NJC Points 7 to 11 (£26,402 to £28,141)
Responsible to	Health & Wellbeing Project & Communications Manager

Role Summary

Background Information

VONNE is host to the North East & North Cumbria VCSE Partnership Programme, working in partnership with our Integrated Care System (ICS) to support greater engagement and involvement of the Voluntary, Community and Social Enterprise (VCSE) sector and the communities they support in the ICS and health and care system. The Partnership Programme consists of a Health and Wellbeing Network that is open to all, a Partnership Forum for strategic health and wellbeing VCSE leads, and topical sub-groups that work alongside ICS workstreams, as well as an Executive Group to source representation on ICS boards. The VCSE Partnership Programme enables VCSE organisations to engage and collaborate with health and care system structures at all levels and provides one point of contact for the ICS to engage with our sector. VONNE leads on VCSE sector representation within the North East and North Cumbria (NENC) ICS, via the VCSE Partnership Programme, working with Cumbria CVS who support VCSE engagement in North Cumbria.

We play an active part in supporting the ICS health inequalities and prevention work and lead the work on social prescribing, including delivering the Healthy Communities and Social Prescribing Programme and hosting the programme Network across the North East and North Cumbria.

VONNE also hosts the North East and North Cumbria VCSE Health and Wellbeing Research Partnerships Programme, which is bringing together the skills and expertise of VCSE and research partners to see greater diversity of communities involved in research through long-lasting, reciprocal partnerships.

Summary

This post is an opportunity to develop a range of project support, administration, marketing communications and partnership working skills within the Health and Wellbeing team 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.

Responsibilities

- To support VONNE's partnership and project work with the VCSE sector and external stakeholders.
- To provide project, marketing communications and event support for VONNE health and wellbeing-related activity and projects.
- To build knowledge and expertise and contribute to the successful running of all health and wellbeing projects as a valued member of the team.

Key Tasks

Communications

- To support project communications and marketing to ensure VONNE's health and wellbeing activities, opportunities and Networks are promoted and visible.
- To support in the creation and sharing of direct mailings and bulletins.
- To support in the creation and sharing of relevant content via social media.
- To update and create content for the VONNE and other relevant partner websites in relation to the health and wellbeing projects.

Meetings and Events

- Help organise and support programme meetings and events including invitations and promotion, supporting production of event materials, providing technical and

administrative support at events and meetings, and follow-up, including preparation and dissemination of surveys and feedback questionnaires and collation of evaluation reports.

- Attend events and other networking opportunities to promote VONNE, as required.

Projects

- Work with Health and Wellbeing project leads to support project planning and delivery including coordinating meetings, supporting with the preparation and dissemination of presentations and materials, and liaison with project partners, stakeholders and Network members.
- Conducting desk-based research and reporting as appropriate to support project leads.

Office and administrative systems

- Administrate the membership databases for the Health and Wellbeing projects and associated groups.
- Administrate the Health and Wellbeing enquiries mailbox.
- Provide practical office and administrative system support and assistance to projects leads.
- Support VONNE Member Services with the administration of VONNE memberships, VONNE Jobs advertising requests, and answering existing and new member queries.
- 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, who has an interest in health and wellbeing and the health and care agenda and landscape.

Essential Criteria

- Excellent interpersonal skills and the ability to work with a wide variety of stakeholders.
- Excellent written and verbal communications skills.
- Experience of project and/or partnership coordination or support roles.
- Good attention to detail.
- Experience using a range of marketing communications tools and channels.
- Experience researching, writing and collating e-bulletins or direct mailings.
- Experience writing and editing online content.
- Experience creating digital graphics such as stills, animations, videos in accordance with brand guidelines.
- Experience in operating social media accounts, in particular LinkedIn.
- Experience providing end-to-end event set up and support.
- Excellent time management skills and ability to prioritise activity.
- Be highly IT literate with experience of using systems such as MS Office, website content management, mailing databases and templates, Canva, YouTube, online survey tools, social media platforms, online meeting and event systems (e.g. Zoom and MS Teams) and CRM systems or similar.
- 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 criteria

- Knowledge of the voluntary sector and key stakeholders.

- Knowledge of the health and wellbeing agenda.

Recruitment Timetable

Application deadline: Sunday, 13 September 2026 at midnight

Interview Dates: Tuesday, 29 September/Wednesday, 30 September 2026. Please note Interviews will take place via Teams.

We will always endeavour to contact all applicants following shortlisting. Shortlisting is carried out by our panels of experts. We do not use AI.



Principle Terms and Conditions

Job Title	Health & Wellbeing Projects Support Officer
Responsible to	Health & Wellbeing Project & Communications Manager
Hours worked	37 hours per week (5 days). 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.
Salary	NJC Salary Scale 7 to 11 (£26,402 to £28,141). 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	One full time post available (37 hours per week) - please note we are currently seeking continued funding to extend the programme including this role.
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 one 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	Home working predominantly with the option to work from various co-working locations. The role will also require the ability to 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	VONNE staff are covered by the Simply Health scheme, through which employees can claim for visits to an optician, physiotherapist, chiropodist, emergency care from the dentist and more.



VONNE

VOLUNTARY ORGANISATIONS' NETWORK NORTH EAST



STRENGTHENING & SUPPORTING THE SECTOR

Contact Us

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