



**Community &  
Voluntary Services**  
cheshire east

# Recruitment Pack: Head of Sector Development

**Part Time - 0.8 Full Time Equivalent**

## About Us

### Our Values



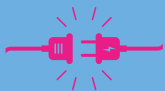
**Curiosity**



**Continuous  
Improvement**



**Evidence  
Based**



**Connectivity**



**Inclusion**

### Our Vision is for VCFSE\*

organisations of all sizes and sectors to be recognised and valued for the impact, they have in our community.

CVS Cheshire East provides VCFSE organisations with capacity-building support; facilitate networks, conduct research, represent the sector at a statutory level and promote and facilitate volunteering.

We also manage funded projects and carry out consultation work that supports our vision and makes us sustainable.

**Apply Here**

\*voluntary, community, faith and social enterprise, the collective term for what you might know as non-profit, third sector or similar



Role:	Head of Sector Development
Reports to:	Deputy CEO
Location:	Flexible. Our office is based in central Crewe, and we support several staff members to work from home within Cheshire East.
Hours:	0.8 Full Time Equivalent (FTE) which works out as 28 hours a week. This can be delivered flexibly to suit the post holder.
Salary:	£35,000 p.a. (Full Time Equivalent) - pro rata £28,000 p.a.
Non-Salaried benefits:	<ul style="list-style-type: none"><li>• 25 days' annual leave, plus 3 additional days gifted over Christmas. This is in addition to statutory holidays.</li><li>• Flexible working as standard.</li><li>• We encourage time off to undertake volunteering.</li></ul>
Application information	<p>Deadline: <b>5pm Thursday 17<sup>th</sup> July</b></p> <p>Shortlist confirmed: Friday 18<sup>th</sup> July</p> <p>Interviews: <b>Friday 25<sup>th</sup> July</b> (in person, in Crewe, alternative arrangements can be made on request)</p> <p><i>We only accept completed application forms which directly address the person specification. Agencies are not required</i></p>

**We value the benefits brought by recruiting and retaining staff from the diversity of Cheshire East , and are especially keen to speak with applicants who are currently not represented in our workforce, particularly those from racialised communities**



## Role: Head of Sector Development

### About the role:

We are looking for someone with experience in or around the Voluntary, Community, Faith and Social Enterprise (VCFSE) Sector to become our new Head of Sector Development. This new role will oversee several Alliances between VCFSE organisations, Health and Local Government, as well as leading on our sector development offer.

### What we are looking for:

Our preferred candidate will have significant stakeholder management experience and be confident in managing relationships across different sectors. They will have a good understanding of the VCFSE sector, and an understanding of Health or Local Government is desirable. They will have a person-centred approach to management and the ability to research, analyse and synthesise information to present to a range of audiences.

We know that our staff team is better when it reflects the communities we seek to serve. We are particularly keen to speak with candidates who might not currently see themselves as part of our make-up. This includes those from Roma, Gypsy and Traveller communities and other racially marginalised backgrounds.

### What we can offer:

We're a small, passionate, and hardworking team where everyone's input is encouraged and valued. We will develop a professional development plan tailored to you as an individual and will support a range of training opportunities.

- Salary of £35,000 FTE (this role is 0.8 FTE, therefore pro rata: £28,000)
- 25 days' starting annual leave, plus bank holidays and up to 3 days during the Christmas period
- We will also support staff to take additional time to fulfil volunteering roles

**Purpose:**

To head up CVS's Sector Development work, providing leadership, management support, and insights. This will be done through significant stakeholder engagement both in the Voluntary, Community, Faith and Social Enterprise (VCFSE) Sector and across Local Authority and Health bodies.

**Key Responsibilities:**

Within this role, you will play an integral part in the performance of CVS Cheshire East as follows:

**Alliance Leadership (25%)**

- Significant stakeholder management across VCFSE and statutory sectors
- Ensure the delivery of strong, connected and empowered Alliances
- Ensure effective communication within and across Alliances

**Performance Management (20%)**

- Leadership and management of direct and indirect reports, ensuring professional development opportunities

**Insights and Research (20%)**

- Managing CVSCE's research approaches across VCFSE, Health and Statutory services
- Develop and communicate strategic insights based on the above research with a variety of stakeholders

**Management Information (15%)**

- Understand and implement the key principles of monitoring and evaluation as an improvement tool
- Development of key management information for presentation at senior management and board level

**VCFSE Sector Development (15%)**

- Develop, maintain, and communicate a strong understanding of good practice in the VCFSE Sector
- Develop, maintain, and deliver an appropriate sector development offer from CVSCE

**Contribution to broader CVSCE goals (5%)**

- Be an active team member and contribute to CVS projects as they arise



## Person Specification - Knowledge, Skills and Behaviours required

*Please ensure you include a response to how you meet each specification in the personal statement section of the application form. This is how candidates will be shortlisted for interview.*

### Experience

- Experience of the VCFSE Sector is essential
- Experience of the Health or Local Government Sector is desirable

### Knowledge, Skills and Abilities

- Proven ability to manage diverse stakeholders across different sectors
- Ability to develop and grow Alliance strategies which consider a broader context
- A person-centred management style, adaptable to suit the needs of individual staff
- A pro-active approach to ongoing professional development, both personally and for colleagues
- Ability to research, analyse and synthesise information to present to key stakeholders
- Commitment to developing and maintaining strong knowledge and understanding of the VCFSE Sector
- Commitment to developing and maintaining strong knowledge and understanding of the Health Sector
- Confident in presenting challenging information to key stakeholders
- Commitment to applying effective evaluation and monitoring practices
- Ability to self-organise and prioritise work

### Values and Behaviours

- Commitment to collaboration
- Commitment to CVS Cheshire East's vision and values.
- A strong commitment to equity, diversity and inclusion.
- A keen interest in supporting mental health is desirable

# Apply Here