



**Community &
Voluntary Services**
cheshire east

Recruitment Pack:

Sector Development Officer (Mental Health Alliances)

Part Time - 0.8 Full Time Equivalent

About Us

Our Values



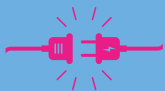
Curiosity



**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.

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



Role:	Sector Development Officer (Mental Health Alliances)
Reports to:	Head of Sector Development
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:	£26,500 p.a. (Full Time Equivalent) - pro rata £21,200 p.a.
Non-Salaried benefits:	<ul style="list-style-type: none">• 25 days' annual leave, plus 3 additional days gifted over Christmas. This is in addition to statutory holidays.• Flexible working as standard.• We encourage time off to undertake volunteering.
Application information	<p>Deadline: 5pm Thursday 17th July</p> <p>Shortlist confirmed: Friday 18th July</p> <p>Interviews: Thursday 24th July (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 a self-organised person with a keen interest in supporting mental health to join us as a Sector Development Officer. This role will facilitate, coordinate, and encourage collaboration between and across the Voluntary, Community, Faith and Social Enterprise (VCFSE) Sector, specifically across youth and adult mental health provision. This is done through the sharing of information and opportunities, gathering sector insights and the provision of tailored guidance and signposting.

What we are looking for:

Our preferred candidate will be committed to developing a strong understanding of the VCFSE and Health sectors in Cheshire East. They will be confident in networking and presenting to groups of varying sizes, and have a commitment to fostering collaboration. They will be able to present information in a variety of formats, and be able to manage and prioritise their own workload.

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 £26,500 FTE (this role is 0.8 FTE, therefore pro rata: £21,200)
- 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 facilitate, coordinate, and encourage collaboration between and across the Voluntary, Community, Faith and Social Enterprise (VCFSE) Sector, specifically across youth and adult mental health provision. This is done through the sharing of information and opportunities, gathering sector insights and the provision of tailored guidance and signposting.

Key Responsibilities:

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

Alliance Facilitation (50%)

- Significant stakeholder management across VCFSE and statutory sectors
- Coordination and encouragement of broad participation in Alliances, including the Steering Groups as appropriate
- Communication across and between Alliances and their members

Insights and Research (20%)

- Research the VCFSE and Statutory sectors across Cheshire East, understanding:
 - How statutory and health services interact and evolve.
 - How changes impact and affect VCFSE organisations and the people within the sector.
- Collecting insights from attending relevant decision-making and discussion forums.
- Keep abreast of the latest information and updates within this sector.

VCFSE Sector Development (15%)

- Support organisations to develop their knowledge and skills in the following areas:
 - Governance
 - Strategy
 - Monitoring and evaluation
 - Volunteer management
 - Trustee Development
 - Funding applications
- This support will primarily be through a one-to-many model and occasionally through paid-for one-to-one support to individual organisations.



Management Information (10%)

- Understand and implement the key principles of monitoring and evaluation as an improvement tool.
- Recording all interactions for dissemination and analysis.

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 stakeholder management is preferred

Knowledge, Skills and Abilities

- 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
- Good IT skills, including familiarity with Microsoft Office
- Ability to convey information in a variety of formats, including verbally in meetings
- Ability to self-organise and prioritise work
- Confident in networking and presenting to groups of varying sizes

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

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