



Community &
Voluntary Services
Cheshire East

Recruitment Pack

Sector Development Officer (Mental Health Alliances)

Between 0.6 and 0.8 Full Time Equivalent (FTE)

Community & Voluntary Services Cheshire East

**Enabling strong empowered organisations that make
a difference in our community.**

CVSCE is a Local Infrastructure Organisation (LIO) - an independent organisation which acts as a **connector, enabler, advisor and advocate** for VCFSE (Voluntary, Community, Faith, & Social Enterprise) organisations across the county.

We support **networks and partnership working** and we have an intermediary role, **supporting and facilitating joint working** between voluntary and community groups and with statutory bodies; helping to ensure that the interests and concerns of the voluntary and community sector are properly **represented**.

We provide **resources and advice** to enable capacity building and the support of volunteers in local organisations of all sizes, from grass roots to the local branches of large national charities, from those just starting up, to organisations that are already well established.

01270 763 100 www.cvsce.org.uk enquiries@cvsce.org.uk

Community & Voluntary Services Cheshire East is a company limited by guarantee.
Registered in England & Wales No. 0701941, Registered Charity No. 1132927

We ensure VCFSE organisations in Cheshire East are...

Adult Mental Health & Wellbeing Alliance



Sustainable



Resilient



Connected



Visible

Cheshire East Food Alliance

Cheshire & Merseyside Cancer Alliance

East Cheshire NHS Trust Volunteering

Giving Time
AMICABLE - Addressing Mental Health In Custody: A Brief Learning Environment

Healthy Young Minds Alliance

Neuro-Inclusion Network

Refugees Welcome

VCFSE Alliance
Growing Our Communities

Support Areas We Cover



Governance



Fundraising & Impact Management



Volunteer Management



Communications



Training: We have live Zoom training sessions, bespoke and private training sessions and an on demand online training platform:

www.cvsce.org.uk/cvs-training

News: Sign up to our regular newsletter and stay up to date with what's happening in the VCFSE Sector in Cheshire East - including events, news, funding, volunteering, and jobs.



Volunteering Hub: Advertise volunteering opportunities for free on our online volunteering platform:
www.volunteering.cvsce.org.uk

Projects & Alliances

Our Values and Behaviours



Empowering

We provide skills and support to help people and organisations grow and succeed.

Open

We work with integrity, honesty and transparency.



Ambitious

We constantly strive to expand our reach and impact.

Inclusive

We ensure that accessibility and inclusion are standard for everyone we deal with.



We value the benefits brought by recruiting and retaining staff that reflects 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 Description - Key Information

Role:	Between 0.6 and 0.8 Full Time Equivalent (FTE)
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:	Between 0.6 and 0.8 Full Time Equivalent (FTE) which works out as 21-28 hours a week. This can be delivered flexibly to suit the post holder: we will consider work patterns that suit the appointed candidate.
Salary:	£27,295 per annum (pro rata)
Non-salaried benefits:	25 days' annual leave, plus 3 additional days gifted over Christmas, plus any bank holidays (pro rata for part-time staff). Flexible working as standard. Pension scheme. We encourage time off to undertake volunteering.
Application information:	Deadline: 5pm Wednesday 27 th May 2026 Interviews: Monday 8 th June 2026 (in person, in Crewe, alternative arrangements can be made on request) We only accept completed application forms which directly address the person specification. Agencies are not required

[Click here to apply.](#)



Purpose of the role

This role is about helping people and organisations work better together.

You'll support mental health alliances that bring together voluntary, community, faith and social enterprise (VCFSE) organisations with health and local authority partners.

Your focus will be on youth and adult mental health. In practice, this means:

- organising meetings and events
- sharing information and opportunities
- keeping records and reports up to date, and
- helping partners stay connected and informed

This is not a delivery or commissioning role. You won't be running services or making funding decisions. Instead, you'll help make sure alliances run smoothly and that people have the information they need to work well together.

Working style and support

This role includes a significant amount of remote and independent working. While you'll be part of a small, supportive team, and will collaborate through planned meetings, regular check-ins and shared projects, day-to-day work requires strong self-organisation and personal responsibility.

The role suits someone who is comfortable:

- managing their own workload
- planning ahead and meeting deadlines, and
- working independently, while staying connected to colleagues and partners through structured collaboration

Key Responsibilities

Within this role, you will play an integral part in the performance of CVS Cheshire East. Sitting at the heart of the Alliance, the role provides practical coordination and relationship support, ensuring partners are connected, governance structures are effective, and collaborative activity is well organised and progresses as planned.

Alliance Facilitation (50%)

- Lead stakeholder engagement and relationship-building across VCFSE and statutory sectors
- Coordinate inclusive participation in Alliance activity, including Steering Groups
- Support clear communication, timely information sharing, and follow-through on agreed actions
- Enable organisations to understand and contribute effectively to alliance work

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.

Contribution to broader CVSCE goals (5%)

Be an active team member and contribute to CVS projects as they arise. While much of the role is delivered independently, collaboration takes place through planned meetings and shared work.

Management Information (10%)

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

Mental Health VCFSE Sector Development (around 15% of the role)

You will support Mental Health Alliance members to develop a community of best practice, aligned with what evidence tells us works well. This includes:

- Support shared learning and reflection across alliance members
- Help surface and share examples of effective practice
- Shape learning conversations and spotlight sessions within alliance meetings
- Support members to explore consistency and improvement together

This support is delivered primarily through collective activity (meetings, learning sessions, shared resources), rather than one-to-one organisational support.

Experience

- Experience of working with partners, stakeholders or member organisations is helpful.
- Experience of the VCFSE sector is an advantage.

Knowledge, Skills & Abilities

You should be:

- Committed to developing and maintaining strong knowledge and understanding of the local VCFSE Sector;
- Committed to developing and maintaining strong knowledge and understanding of the local Mental Health Sector;
- Able to convey information in a variety of formats, including verbally in meetings;
- Comfortable using Microsoft Word, Excel and PowerPoint to:
 - write clear documents,
 - keep accurate spreadsheets and logs,
 - prepare slides for meetings and events;
- Confident keeping on top of detail, especially when working with reports, minutes, presentations and records;
- Able to organise and prioritise your own workload and manage routine tasks;
- Able to adjust priorities when new or urgent issues come up, without losing track of core work;
- Comfortable speaking in meetings and building relationships with different people across organisations with different priorities and ways of working.

Values & Behaviours

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