ENFIELD VOLUNTARY ACTION
PROVIDING SERVICES TO LOCAL VOLUNTARY AND COMMUNITY ORGANISATIONS IN ENFIELD

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Enfield Voluntary Action (EVA), Community House, 311 Fore Street, London N9 0PZ

JOB DESCRIPTION

POST: Development and Funding Advice Manager
GRADE: £28,000 - £38,000 (depending on experience)
PENSION: Employers Pension Contribution 6% of salary
HOURS: 36 hours per week (Flexible and part-time working hours negotiable)
RESPONSIBLE TO: Community Accountant

Purpose of the Post

To give infrastructure support to local voluntary and community sector (VCS) groups and social enterprises to enable them to develop and fundraise. The service will work with local groups to enable them to support the communities they serve more effectively. This involves holding one-to-one meetings with groups at EVA and the premises of VCS groups. On occasion the meetings can be set remotely on-line, emails and by telephone, dependent on the organisation's requirements.

Duties of the Post

- Formulate a detailed work plan for the implementation and promotion of the development and funding advice service and oversee and manage the service within the outputs, outcomes and budget agreed with the funders.

- To assist VCS organisations with planning and implementing their monitoring, reviewing and evaluation; and support VCS organisations with measuring and communicating impact.

- To provide practical information to local groups on appropriate funding streams and their criteria by reviewing their funding proposals and offering feedback.

- To provide EVA's Communication Officer with a list of appropriate funding opportunities on a monthly basis for inclusion in EVA's regular voluntary sector bulletin EVANews.

- To advise local VCS groups and social enterprises on a range of legal structures, policies and charity registration issues; and assist in choosing the most appropriate structures and support their registration process.

- To identify and run training courses relevant to the needs of Enfield's VCS organisations in conjunction with other EVA staff. Where training is outsourced, commission appropriate trainers to deliver relevant training courses in accordance with the training needs identified.

- To liaise with EVA's Administrative Assistant regarding arrangements for training courses and to liaise with EVA's communication officer regarding training/event dates and advertising to ensure adequate information and time is given to groups.

- To support groups with best practice and provide assistance with; writing business plans; fundraising strategies; quality assurance; policies and procedures; and other organisational development required by organisations.

- To be aware of local and national initiatives and how these relate to local issues and be able to advise and disseminate relevant information to the local VCS.

Management of Projects

- The Development and Funding Advice Manager will be responsible for managing projects or elements of projects. This will involve overseeing and implementing project plans and arrangements with external trainers and consultants contracted to deliver courses and services for the projects managed.

Monitoring and Evaluation

- To keep a record of groups worked with and meetings held in order to provide quarterly monitoring and contact information to relevant EVA Staff.

- Regularly review progress of current projects; and prepare written evaluation reports for EVA's Impact Report; updates for the staff and trustees; and for funders and partners on behalf of the Development and Funding Advice Service.

Other Duties

- To work in co-operation with other members of the staff team of Enfield Voluntary Action, attend appropriate internal and external meetings, and pass relevant voluntary sector information to EVA's Communications Officer and Administration Staff.

- Support EVA with other project developments and funding applications to funders.

- To undertake, as identified by EVA's Board of Trustees any occasional additional duties commensurate with the responsibilities of the post which may not be purely related to this role.