

VCS Liaison Officer – Grade 10

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

This includes the ways that work with our key partners in the Voluntary and Community Sector (VCS) – both as a key sector that we invest in, as a Council; and a key sector that contributes significantly to the Kirklees economy and health and wellbeing agendas, attracting vital resources and innovation to many of our shared outcomes.

This role is a cross-cutting role across all Council services that work with, support or commission the sector, and will both champion the VCS in Council, and support the Council to work in collaboration more effectively with the sector.

This role is based within Corporate Strategy, Commissioning and Public Health
Find out more about [working for Kirklees](#).

Key areas of responsibility

- Provides expert, strategic and co-ordinated advice, support and guidance on VCS development principles to increase civic participation
- Undertakes proactive, strategic and systematic horizon scanning activity to identify and advise on funding opportunities and changing national Voluntary and Community Sector (VCS) strategy
- Forges positive relationships across the Council, partnerships and communities, connecting relevant funding and investment opportunities to maximise the chances of success.
- Supports the development of Place Based working by agreeing clear priorities for existing and emerging social infrastructure, and coordinate relevant training & development to address gaps.
- Analyses data and intelligence to support and develop well-functioning local systems that include partners and elected members and propose innovative ideas, increasing co-operation between the council, partners and the Voluntary and Community Sector
- Is the organisational champion for effective working with VCS groups, co-ordinating networks and training around a specialist area: Asset Transfers, Volunteering, Fundraising, Community Development
- Keeps up-to-date with all legislation, guidance, policies and codes of practice affecting the work of the sector, council and wider partners. Assists managers and other

partners, providing expert support, challenge and advice in the application of criteria, processes and procedures governing potential funding streams and award programmes

- Leads on the initiation, research and evaluation of VCS and partnership opportunities in order to support the Council and its partners in achieving district wide objectives. Establishes, co-ordinates and leads project teams and manage associated meetings, scoping in staff from across the Council and partners, where a multi-disciplinary approach supports partnership and service developments

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Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Knowledge and expertise in Third Sector governance – be able to advise the Council or any relevant issues, and able to advise third sector organisations on their obligations in relation to good governance.	Essential
Knowledgeable of and able to coordinate internal compliance, particularly in relation to funding checks, or volunteer involvement.	Essential
Be skilled in interpreting research and intelligence data, able to present it clearly and concisely.	Essential
Experienced and knowledgeable of working with the third sector in Kirklees	Essential
Knowledge, insight and understanding of the third sector in Kirklees, as well as a broad understanding of the third sector and key trends nationally and internationally	Essential
Is curious and keep up to date with trends in community practice, nationally and internationally.	Desirable
Has strong influencing skills.	Desirable
Ability and aptitude to measure and track outcomes, particularly in relation to the economic resilience of the third sector.	Desirable
Presentation skills to be able to deliver training sessions.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category		Grading ID	
Job ID		Last Updated	
Job Focus		Career Progression	

Contractual Variants

DBS Category		DBS Type	
Health Check		Politically Restricted	
24/7 working		Public Holidays	
Night Working		Alternating Pattern	
Standby		Other	
Checked by HR			