

# **Third Sector Support Consultant**

**Candidate Pack**

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# Introduction from our Managing Director

## Thank you for your interest in applying for this new and exciting role with Pulse.

Pulse is one of the UK's leading consultancies specialising in providing support to the third sector and communities.

We provide a broad range of services and support, from working with small groups and in communities, through to larger contracts with social enterprises and charities, and working on behalf of public sector bodies to support commissioning with third sector providers and in building capacity and sustainability.

An opportunity now exists to work with the Pulse team in delivering our important **Third Sector Infrastructure Support** services and commissioning work. This includes helping third sector organisations to develop their capacity, improve their quality, and increase their impact. Examples of our support include developing business plans, helping with organisational development, securing funding, help winning contracts for new services, as well as engaging with commissioners at a strategic level and providing commissioning support to the sector.

This is an important and exciting role for Pulse and we are looking for an experienced addition to our team who is passionate about supporting the third sector and communities, and helping commissioning partners with new innovations in public service delivery.

The role will especially suit someone who has past experience of delivering support to/ working within third sector organisations, or, of working within a public sector commissioning setting.

This is a fantastic opportunity for someone who wishes to make a real difference to people's lives by supporting the sustainable development of third sector organisations and communities, and who is excited by the prospect of joining a vibrant, forward looking and enterprising professional consultancy team. If that sounds like you, then we'd be very pleased to hear from you.

**Chris Hart**  
**Managing Director, Pulse Regeneration Ltd**

## About Pulse Regeneration

Pulse was formed in 2001 and has been providing specialist consultancy support services to the third sector and communities for over 17 years.

Our vision is to ***'improve people's quality of life through the development of sustainable Voluntary, Community and Social Enterprise (VCSE) sector organisations and communities'***.

Most of our services are delivered either directly to third sector organisations or on behalf of those with an interest in supporting third sector organisations to grow, develop and become sustainable.

Our services divide into three broad areas; traditional third sector consultancy services; support we are able to provide through grant funded programmes, and third sector/ VCSE infrastructure support services on behalf of public bodies. These are summarised further below:

- **Consultancy Services** – Including business planning, strategic planning, project development, community research, feasibility studies, community asset transfer, social enterprise development, tender support, investment readiness support, governance advice, training courses, workshops, evaluation, impact measurement and impact management.
- **Funded Programmes** – This includes our approved provider and preferred partners status for programmes such as Social Investment Business, Big Potential Fund, the new Impact Management Programme, and Lloyds Foundation Enhance Programme Fund. These funds enable Pulse to work in partnership with VCSE organisations to develop and grow their services, and increase their impact.
- **Third Sector Infrastructure Support** – These tend to be longer term arrangements with local authorities and other public sector bodies. Support includes capacity building, help securing funding, strategic engagement, grants management, commissioning support, and volunteer coordination.

Pulse has also developed a range of resources aimed at supporting the third sector, for example our Social Enterprise Challenge Programme, Social Value Toolkit, Building Blocks, VCS Good Practice Guide, Trafford Quality Mark (TQM), and VCSE Commissioning Skills workshops.

Our clients are broad ranging, from small community groups, through to larger national charities like Age UK and Victim Support; and public sector bodies, including Councils such as Trafford Council delivering their VCSE infrastructure services and Greater Manchester Combined Authority acting as Strategic Commissioning Partner for Victim Services, as well as key Government departments, such as Ministry of Justice who we have delivered a national training programme for across the UK.

# Job Description

<b>Post Title:</b>	Third Sector Support Consultant
<b>Duration:</b>	Full Time/ Permanent
<b>Salary Range:</b>	Negotiable/ subject to experience. Includes pension entitlement.
<b>Location:</b>	Liverpool and Greater Manchester
<b>Reporting to:</b>	Managing Director

## Main Purpose of Post

To provide support, advice and assistance to third sector organisations, helping build their capacity, working with partners in communities to improve local services and with commissioning bodies to support the delivery of third sector infrastructure support services.

## Main Duties

1. To deliver effective capacity building support to third sector organisations at all stages of development, including start-ups;
2. To develop and deliver organisational support to organisations including business planning, governance advice, assisting with funding applications and bidding /tendering;
3. To provide training, facilitate workshops and support with network events, including assisting with collaboration and partnership development opportunities;
4. To provide targeted mentoring support to organisations through ‘healthchecks’ and specific advice, particularly those organisations in a crisis situation;
5. To work with colleagues to implement systems for measuring, monitoring and evaluating projects, including helping set and measure outcomes, and monitor social value;
6. To undertake research and engage with partners in the third sector, public and private sectors, to identify needs and gaps, and help develop strategic frameworks and commissioning approaches;
7. To work alongside commissioner partners in identifying commissioning priorities, developing action plans, business cases and making budget recommendations;
8. To effectively manage a portfolio of casework with competing demands and produce regular reports and recommendations;
9. To actively promote Pulse Regeneration including seeking new business opportunities;
10. To contribute to updating the organisation’s websites, e-bulletins, social media, newsletters and other publications to promote best practice;
11. To undertake wider work in support of the consultancy team and contribute to cross-organisation initiatives including quality accreditation work and other projects;
12. To take personal responsibility for contributing to high quality standards in customer relations, service delivery, project management and communications.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. Pulse Regeneration Ltd reserves the right to require employees to perform other duties from time to time.

Pulse Regeneration Ltd also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business.

There is a requirement to attend occasional evening meetings/ unsociable hours as necessary in order to ensure appropriate fulfilment of duties.

# Person Specification

## Essential requirements:

- Experience of supporting or working with, or working within third sector organisations;
- Knowledge of or experience of working in communities and developing their resilience, including asset based community development approaches;
- Understanding/ knowledge of the public sector commissioning environment;
- Good understanding of current policies, changes to the commissioning environment, and issues facing the third sector in building capacity, financial sustainability and quality;
- An understanding of grant funding, monitoring and measuring outcomes;
- Able to build and sustain positive relationships with key stakeholders;
- Comfortable networking and representing Pulse Regeneration;
- Willingness to learn; work as part of a team and to help others;
- Excellent interpersonal, verbal, written, numeracy and ICT skills;
- Efficient, self-motivated, and proactive, with good organisational and presentation skills;
- A personal commitment to organisational excellence; displays honesty, integrity and a strong sense of ethics in all actions and decisions;
- A commitment to equality and diversity;
- Ability to travel by own means between sites.

## Desirable requirements:

- A formal qualification in a relevant field;
- Experience of supporting organisations and people to develop their capacity and operate to best practice, including business and financial planning;
- Experience of effective performance management;
- Knowledge of public service reform
- Knowledge of commissioning approaches including procurement and tender bidding;
- Experience of fundraising and opportunities to access appropriate funding streams;
- Valid driving licence and access to a car.

# How to Apply

To apply, candidates need to complete the Application Form which is available on our website or by request by emailing to [enquiries@pulseregeneration.co.uk](mailto:enquiries@pulseregeneration.co.uk)

Please email your completed application to [enquiries@pulseregeneration.co.uk](mailto:enquiries@pulseregeneration.co.uk)

## Recruitment Process and Key Dates

The closing date for applications is 5:30pm on Friday 6<sup>th</sup> October 2017.

Shortlisted candidates will be invited to attend an interview.

Please let us know if you have any access requirements so that we can make any appropriate adjustments.

## Further Information

For specific enquiries please email [enquiries@pulseregeneration.co.uk](mailto:enquiries@pulseregeneration.co.uk) in the first instance.