

VCSE Capacity Building Consultant

Candidate Pack

Contents

Introduction from our Managing Director	3
About Pulse Regeneration	4
Job Description	5
Person Specification	7
How to Apply	8

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 Voluntary, Community and Social Enterprise (VCSE) sector.

We provide a broad range of services and assistance which can range from helping small community groups, through to larger charities and social enterprises, public sector bodies and private companies.

In recent years our support has extended to include providing services on behalf of local authorities and other public bodies that understand the importance of having a strong VCSE sector and wish to promote its development. This can be wide ranging and include support in the commissioning services from VCSE organisations, administering and managing grants programmes, helping to identify gaps in provision, developing and delivering capacity building programmes, support to secure funding, and assisting to improve quality or measure outcomes and impact. It can also include support for commissioners through co-design, for example by running events and helping organisations to engage strategically, building cross sector partnerships, developing frameworks, and supporting volunteering infrastructure. Examples of this work include our provision of VCSE Infrastructure Support Services for Trafford Council (see www.thrivetrafford.org.uk) and our more recent role as Strategic partner for Victims Services on behalf for Greater Manchester Police and Crime Commissioner.

An opportunity now exists to assist in delivering our VCSE infrastructure services and to provide capacity building support for VCSE organisations.

This is an important and exciting role for Pulse and we are therefore looking for an experienced addition to our team who is passionate about supporting the VCSE sector and who is able to make things happen. The role will especially suit someone with a past experience of delivering support to VCSE organisations and/ or who has some experience of delivering consultancy services with the third sector. A good understanding of the public sector and working with commissioners will also be of benefit.

This is a fantastic opportunity for someone who wishes to make a real difference to people's lives, as we do, by supporting VCSE organisations to become sustainable and deliver high quality and high impact services, and who is excited by the prospect of joining a vibrant, forward looking and enterprising professional consultancy team. If that's you, then we'd like 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 Voluntary, Community and Social Enterprise (VCSE) sector for over 16 years.

Our vision is to 'Improve people's quality of life through the development of sustainable VCSE organisations'. We achieve this by supporting VCSEs to become 'fit for purpose', deliver high quality services, grow and increase their social impact.

Most of our services are delivered either directly to VCSE organisations or on behalf of those with an interest in supporting VCSEs, such as local authorities or key Government departments.

Our services divide into three broad areas; traditional VCSE consultancy support; support funded through grant programmes, and VCSE infrastructure support services. 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 status for programmes such as Big Potential Breakthrough and Big Potential Advanced, the new Impact Management Programme, and Lloyds Foundation Enhance Programme. Earlier programmes include Impact Readiness Funds, Investment and Contract Readiness Fund, Big Assist, Changing Futures Fund, and partners in the DCLG funded Community Right to Challenge Support Programme.
- **VCSE Infrastructure Support** – Our VCSE infrastructure services are longer term contracts mainly with local authorities and other public sector bodies. Our support includes capacity building, help securing funding, strategic engagement, grants management, commissioning, and volunteering.

Pulse has also developed a range of products and resources, for example our Social Enterprise Challenge Programme, Social Value Toolkit, Building Blocks, Firm Foundations, Social Enterprise Toolkit, Asset Development Toolkit, Commissioning and Procurement Toolkit, and Trafford Quality Mark (TQM).

Our clients are broad ranging, from small community groups, through to larger national charities such as Age UK and Victim Support, and public sector bodies, including Councils such as Trafford Council delivering VCSE infrastructure services, and Government departments, such as Ministry of Justice who we delivered a national training programme for across the UK.

Job Description

Post Title:	VCSE Capacity Building Consultant
Duration:	Initial Fixed Term Contract 1 Year, Potential to Extend/ Become Permanent
Salary Range:	£22,000 - £26,000 per annum, plus pension benefits
Location:	Liverpool Head Office – Remote Working across Greater Manchester
Reporting to:	Service Delivery Manager

Main Purpose of Post

To provide capacity building support and assist with the delivery of infrastructure support services to Voluntary, Community and Social Enterprise (VCSE) Sector organisations.

Main Duties

1. To work alongside commissioner partners in identifying commissioning priorities, developing action plans, business cases and making budget recommendations;
2. To undertake research and engage with partners in the VCSE Sector, public and private sectors, to identify needs and gaps, and help develop strategic frameworks and commissioning approaches;
3. To deliver effective capacity building support to VCSE organisations at all stages of development, including start-ups;
4. To develop and deliver organisational support to organisations including business planning, governance advice, assisting with funding applications and bidding /tendering;
5. To provide training, facilitate workshops and support with network events, including assisting with collaboration and partnership development opportunities;
6. To provide targeted mentoring support to organisations through 'healthchecks' and specific advice, particularly those organisations in a crisis situation;
7. To work with colleagues to implement systems for measuring, monitoring and evaluating projects, including helping set and measure outcomes, and monitor social value;
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 VCSE consultancy support work 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 work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

Person Specification

Essential requirements:

- Experience of working within Voluntary, Community and Social Enterprise (VCSE) Sector organisations, or, within public sector commissioning or consultancy in support of the VCSE Sector;
- Good understanding of current policies, changes to the commissioning environment, and issues facing the VCSE sector in building capacity, financial sustainability and quality;
- Experience of supporting organisations and people to develop their capacity and operate to best practice, including business and financial planning;
- 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 effective performance management;
- Experience of planning and delivering training sessions;
- Knowledge of relevant legislation including procurement and tender processes;
- 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

Please email your completed application to enquiries@pulseregeneration.co.uk

Recruitment Process and Key Dates

The closing date for applications is 5:30pm on Thursday 16th March 2017.

Shortlisted candidates will be invited to attend an interview with our team.

Please note that dates are currently scheduled for interviews on either 23rd/ 24th March 2017.

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

Further Information

For further information about Pulse Regeneration Ltd and our services, please refer to our website www.pulseregeneration.co.uk

For specific enquiries please email enquiries@pulseregeneration.co.uk or for an informal conversation about the role please call our Service Delivery Manager, Sarah Lewis on 0151 475 7000.