



North Tyneside Voluntary Organisations Development Agency is looking for an exceptionally talented and experienced person to appoint to the position of

Core Services Manager

£28,409 Full Time (37 hours/week) or pro rata for Part Time (30 hours/week)

VODA provides a comprehensive range of support services for the voluntary and community sector in North Tyneside. This new role brings together the management of our core services as part of a restructuring programme that will ensure VODA will continue to deliver quality services well into the next decade.

You will manage the staff who provide advice and information to VCS organisations (consisting of a Funding Adviser and an Information & Communications Officer) and the staff who provide direct one to one support for volunteers (currently two Volunteering Advisers). Using your managerial experience you will motivate these staff to work together as a single team. Using your extensive knowledge of the VCS you will manage, develop and motivate your team, establish new partnerships with external organisations in addition to maintaining current partnerships, and contribute to the future success of VODA by identifying new opportunities in service delivery and funding.

To be considered for this post you must have a thorough understanding of charity regulations and be able to identify the appropriate legal structures for organisations, and support those considering applying for registered charity status. Not only will you have knowledge of how organisations should be governed but you will have developed an awareness of the sort of group dynamics that can help or hinder an organisation's development and be able to effectively respond by providing appropriate advice and training.

You will lead VODA's accredited Volunteer Centre service, which typically places a thousand volunteers a year with local charities, voluntary organisations and community groups. You will understand what motivates people to volunteer, and be able to find solutions to the barriers that prevent people from volunteering. You will be able to support both volunteers and placement providers so that with your knowledge of good practice, safeguarding, equality and diversity, volunteering placements will bring the expected benefits to all those involved.

A key player in VODA's Management Team you will strive to ensure VODA is successful in the current challenging times for charities. You will operate within our ISO9001 quality assurance system and use your experience of bid writing to help identify new funding opportunities. You will work with a range of partners including the local authority, the CCG, other NHS bodies and a range of regional and national partners.

This is a rare chance to help shape the future of North Tyneside's voluntary and community sector, which has more than 500 charities and voluntary organisations, and to ensure that VODA provides the quality and level of support that these organisations deserve.

Download an application pack from our website at www.voda.org.uk or e-mail kathryn.tate@voda.org.uk

Deadline for applications: Friday, 27 July at noon. Interviews: w/c 6 August 2018.

North Tyneside VODA, Queen Alexandra Campus, Hawkeys Lane, North Shields NE29 9BZ

