



RECRUITMENT PACK

GRANT HOLDER SUPPORT OFFICER

OCTOBER 2026



Welcome



Dear Applicant,

Thank you for your recent interest in the Grant Holder Support Officer position at VODA (North Tyneside Voluntary Organisation Development Agency).

VODA works to support and develop the voluntary and community sector by providing a wide range of support services and by representing the views of the sector to government and policymakers on a local and national level.

- We have over 300 VODA members made up of voluntary, community and social enterprise organisations in the North Tyneside area. In addition to this, we have a further 600 groups and organisations that are part of our community database and networks.
- We have a strong Board of Trustees who bring a wealth of experience and knowledge.
- We have a committed, passionate and experienced staff team.
- We provide advice and guidance for the trustees, committee members and anyone else involved in the governance of an organisation.
- One of our key objectives is to ensure the voluntary and community sector has a strong voice, and is respected and involved in decision-making as an equal partner.
- We have additional funded projects that support the local community and CVS. Including the North Tyneside Volunteers Centre.

VODA is looking for a Grant Holder Support Officer who will work directly with VCSE organisations funded by or seeking to be funded by the National Lottery Community Fund (NLCF). You will be a key member of our team, strengthening the capacity of VCSE sector organisations to successfully meet grant objectives and to improve their management and governance.

This role is part of a wider pilot programme across Tyne and Wear and County Durham. Equivalent roles will be hosted at our sister local infrastructure organisations, and you will meet your peers regularly to ensure seamless support to NLCF grant holders across the area.

We offer 28-33 days holiday plus Bank Holidays (pro rata for part-time staff), a personal development and training allowance, flexible and hybrid working where the post allows, BUPA cash plan, 5 volunteer days (pro rata for part-time staff), car and cycle mileage allowance and the ability to contribute to the culture and practices of VODA by being involved in the staff working groups.

- VODA recognises that everyone has a contribution to make to our society and a right to equal treatment.
- VODA is fully committed to providing an environment which eliminates discrimination and actively promotes diversity and values difference based on the unique contributions of individuals.
- We are part of the Disability Confident Employer scheme. If you are disabled and meet the minimum criteria, you are guaranteed an interview. Please let us know if this applies to you when you email your CV and covering letter across to us.

If you are selected for interview, you will be contacted via email with a date and time. Interviews will be held in person in the Spirit of North Tyneside Hub. You will be sent directions to the Hub, the names and roles of those interviewing you and pictures of the space. We will also ask if you have any additional requirements to be able to attend an interview. VODA sends applicants the interview questions before the interview, and you are able to bring notes into the interview with you.

The closing date for applications is Monday, 26 October at 5pm, with interviews being held on Wednesday 4 November.

To apply, send your CV and a covering letter outlining how your experience and skills meet the requirements of the role to admin@voda.org.uk.

Top tip: To ensure our recruitment process is fair, we assess all applications against the criteria listed in the person specification. In your cover letter, please tell us how your skills, experience and knowledge meet these criteria. Where possible, include examples. This will help us understand your suitability for the role.

If you would like to discuss the role before applying, please contact our CEO Vicky Smith at vicky.smith@voda.org.uk. If you require this pack in an alternative format, please contact admin@voda.org.uk or call 0191 323 2040.



Vicky Smith
Chief Executive Officer

About North Tyneside VODA

VODA is North Tyneside Voluntary Organisations Development Agency. We value, promote and support the development of the voluntary and community sector by providing an independent, sensitive, responsive and inclusive service to achieve an active and lively community, which is rich in volunteers.

VODA has been in existence since 1993. VODA is overseen by a Board of Directors, who are elected by VODA members at our Annual General Meeting. Below are VODA's main areas of work:

Advice and support for voluntary or community organisations based in or operating in North Tyneside on a range of topics including developing a new group, fundraising, financial management, and governance.

Information production: We ensure the local voluntary sector stays informed about key issues impacting its work. Our regular e-bulletin, with over 1,600 subscribers, provides timely updates, funding and essential news. Our website features a comprehensive collection of information sheets and guidance to support the sector. Additionally, we manage multiple social media profiles, sharing information on events, news, and training opportunities.



VODA runs the accredited **Volunteer Centre** for North Tyneside, raising awareness of the benefits of volunteering, recruiting, and placing volunteers with a range of voluntary, community and statutory organisations. We deliver volunteering projects including a supported volunteering project for people with enduring mental health issues and other long-term conditions.

About North Tyneside VODA

Training: VODA provides low cost or free training to meet the needs of the local voluntary and community sector, both in person and online.

Networking and developing partnerships with local, regional and national organisations. VODA facilitates local networks including the Volunteer Network and North Tyneside VCS Chief Officers group. VODA works strategically with a range of voluntary and public sector organisations including North Tyneside Strategic Partnership.

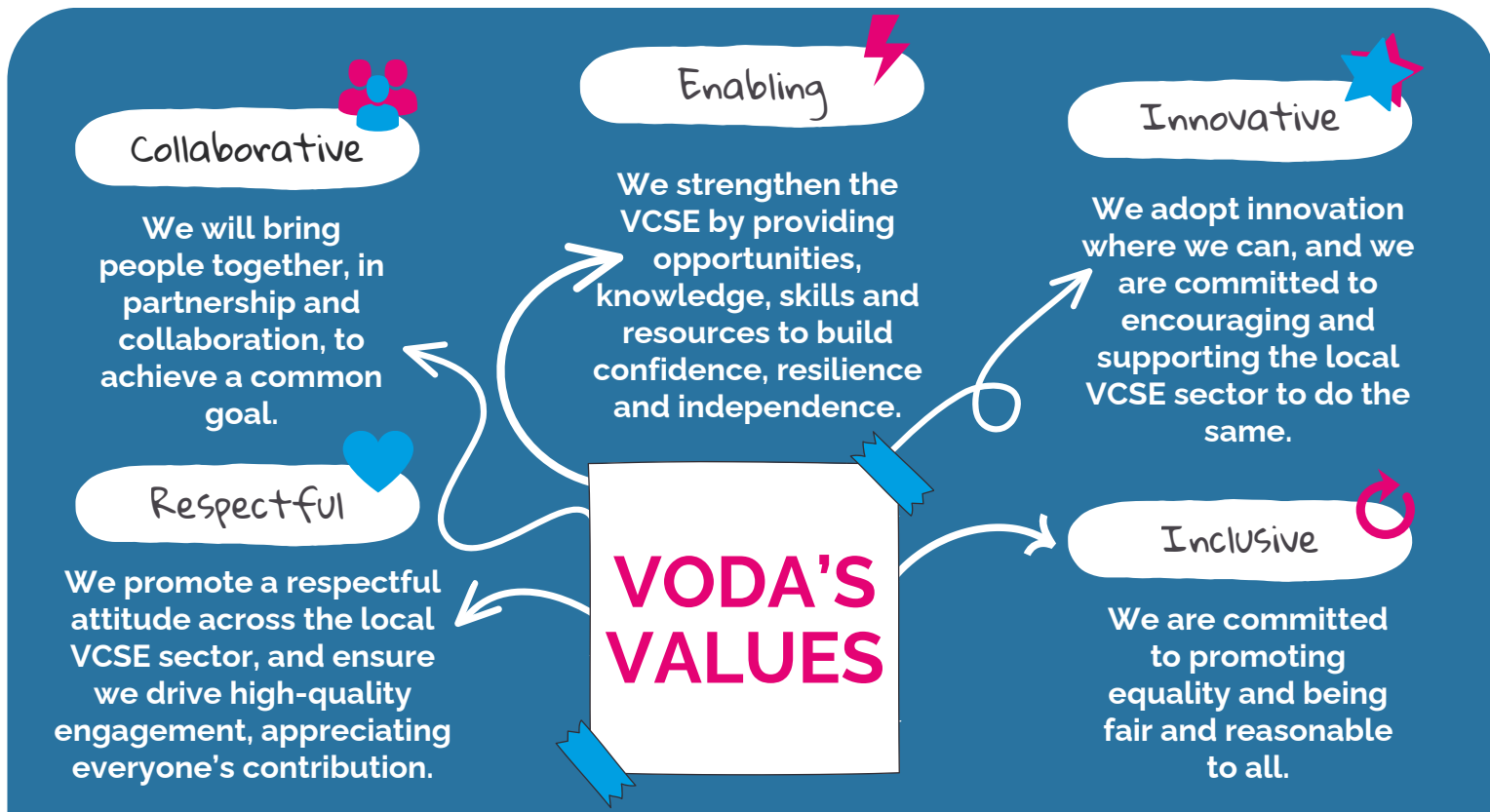


Representation: VODA provides a voluntary sector viewpoint and facilitates representation within the sector in North Tyneside on a broad range of issues.

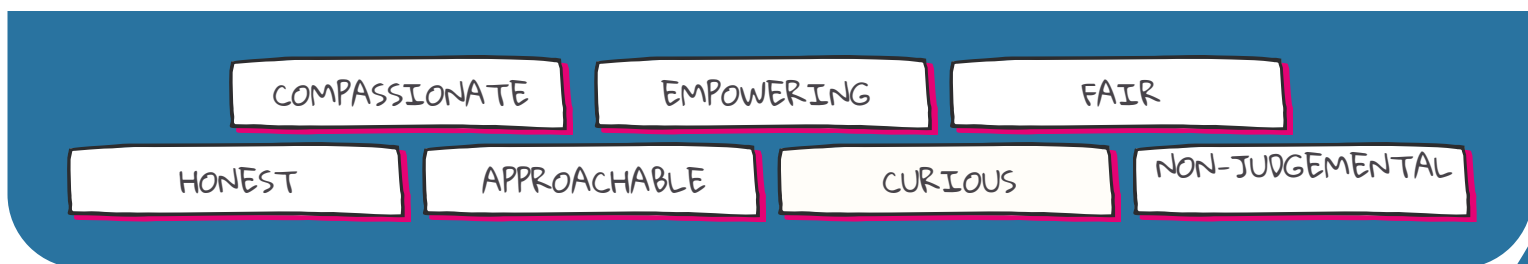
VODA manages a range of contracts and other projects as appropriate to the needs of the local community, and where they fit with our strategic objectives.



VODA Values



ALIGNED TO OUR VALUES, OUR ORGANISATIONAL BEHAVIOURS ARE:



ENGAGE - SUPPORT - DELIVER

VODA'S MISSION

We support volunteers and community organisations to enable people to live happier, healthier and more fulfilling lives in North Tyneside.

OUR STRATEGIC OBJECTIVES

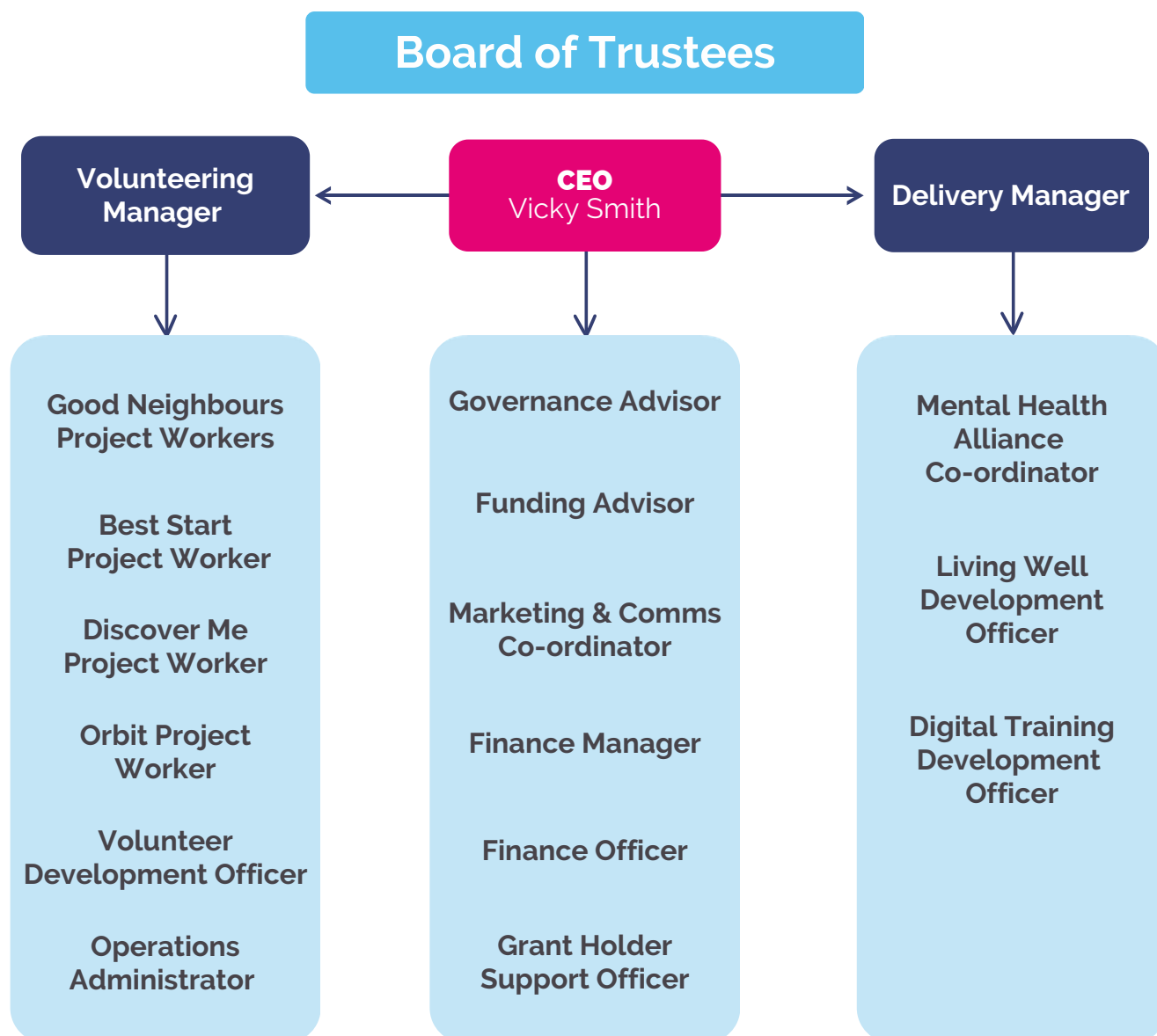
CORE SERVICES	VOLUNTEERING	SUSTAINABILITY	PARTNERSHIPS	REPRESENTATION
				
				
We will provide a full range of high-quality core services free to volunteers and voluntary and community organisations across North Tyneside.	We will manage and operate the North Tyneside Volunteers Centre, and directly deliver programmes that enable volunteers to support local residents and organisations.	We will offer a number of chargeable services that are in demand within the VCSE sector, but which lie outside of our free core services.	We will support and facilitate strong, mutually beneficial partnerships between VCSE organisations and other sectors.	We will ensure the VCSE sector has a strong voice, is respected and is involved in decision-making as an equal partner.

VODA VALUES

SECTOR & BOROUGH WIDE

ENGAGE - SUPPORT - DELIVER

Structure of VODA



Why work for VODA

At VODA we try to create an atmosphere of trust and respect, where people feel valued and engaged, and where everyone is treated equally. We strive to be a good employer, service provider and neighbour. Among the benefits of working for VODA are:

- **Flexibility and Hybrid Working:** We believe in arranging work patterns around other commitments such as family life, so we offer a hybrid working arrangement and flexibility around working times where the role allows.
- **Pay:** We pay our staff at very competitive rates.
- **Pension:** Providing you are eligible, VODA contributes a monthly amount into the designated pension scheme.
- **Mileage allowance:** We pay car or cycle mileage allowance for work-related journeys.
- **Holidays:** Full-time staff currently get a minimum of 28 days holiday a year, rising by 1 day per year up to a maximum of 33 days plus Bank Holidays. Part-time staff receive holidays pro rata.
- **Volunteer Days:** We offer 5 volunteer days per year (pro rata for part-time staff).
- **Wellbeing Activities:** We offer an optional monthly wellbeing hour when staff can choose to take part in a variety of activities organised by the wellbeing working group.
- **Focus on Employee Development:** We believe that as staff develop, so too does VODA. To encourage this, we provide a Personal Training Budget, regular Support and Supervision Sessions – with the emphasis very much on support – to help staff review their projects and their own needs. At the end of the year, we pull everything together in a more formal Appraisal session to help you take stock of what has happened during the previous 12 months, and what you need to do to meet the challenges that lie ahead.
- **Sick Pay Scheme:** We operate a contractual sick pay scheme (after the first 6 months of employment) to help you when you are unwell. The length of contractual sick pay depends on how long you have worked for us.

Why work for VODA

- **Health Care Scheme:** Staff are entitled to join our health care scheme operated by BUPA.
- **Carers Leave** VODA staff are entitled to one week every 12 months of unpaid Carers Leave if they have dependants who rely on them for care.
- **In-house expertise:** VODA has been around for more than three decades, and during that time, we have built up expertise in several key areas. The way we work allows you to draw on that expertise and add your own to it.
- **Unrivalled experience:** VODA is a key player in North Tyneside's voluntary and community sector. You will gain invaluable experience that you can use to further develop your career.
- **Cross-team working:** No one works in isolation at VODA. In addition to being an integral part of your own team, you will have the opportunity to work with other teams on common themes, to join working groups, and to have your say on a wide range of issues.
- **Conferences:** We encourage staff to attend conferences that will benefit them, VODA and the community.



Quotes from staff



“ VODA's friendly and welcoming atmosphere is one of the many reasons I love working here. Our wide range of projects makes every day interesting, as does our diverse team of encouraging and enthusiastic staff. VODA's collaborative approach to working in the community is one of the many reasons it is such a valued institution and employer in North Tyneside. VODA really cares about its employees and strives to ensure staff are happy and fulfilled. VODA goes above and beyond to accommodate its staff, as well as promoting flexible working and good wellbeing in the workplace. ”

“ VODA is the best place I have ever worked at-everyone is so friendly and supportive. ”

“ VODA is a fantastic place to work - they really strive to give you a healthy work/life balance ”

“ The staff team are fantastic, so supportive, helpful and encouraging of each other. There is a culture of wellbeing, listening to staff and encouraging them to develop their skills throughout the organisation. The individual projects are amazing, there is always lots going on but everyone still works collectively. ”

Quotes from staff



“ I love working for VODA. They really take care of their staff and value each and every one of us. I always feel supported to, listened to and heard. I've never felt happier in a job. It is such a great team to work with.

”

“ I have worked at VODA for nearly 2 years now and can honestly say it's an incredibly supportive environment and no matter what project you work on, you're really made to feel part of the wider team. I have also appreciated the amount of training/development opportunities on offer.

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“ At VODA, I feel trusted to do my job in a way that works for me, with the flexibility to balance life and work. There's always support when I need it, and I know I'm part of a team that's making a real difference in the community.

”

“ I really enjoy working at VODA with likeminded people. I have found everyone to be very welcoming, supportive and generous with their time and knowledge. It's great to feel well supported and encouraged to develop your own post and project.

”

Job description

Job title: Grant Holder Support Officer

Hours: 18.5 per week

Salary: £28,366 – £31,518 FTE (pro rata £14,183 – £15,759 per year)

Responsible to: Chief Executive Officer

Responsible for:

- Manage a caseload of VCSE organisations who require support to achieve their grant outcomes, including supporting them with governance, reporting, understanding risk, understanding financial management, developing appropriate policies and procedures, etc.
- Work side by side with VCSE organisations as you take them through an organisational health check process, agreeing together which areas to focus on to support their development.
- Provide one-to-one support and advice, training, or other guidance as required.
- Support the development of a programme of workshops to help VCSE sector organisations understand Lottery grant expectations.
- Take part in regular review meetings with our project partners and evaluation partner, sharing intelligence, working together to tackle problems and find solutions.
- Work as part of our wider team, ensuring VCSE organisations have access to our full training and support offer.

Job Purpose:

- Strengthen VCSE sector organisations in North Tyneside by providing good quality support and advice that enables them to run effectively.
 - Work closely with colleagues at the National Lottery Community Fund and our local infrastructure partners across Newcastle and Gateshead, South Tyneside, Sunderland and Durham to ensure VCSE organisations have the right support to manage their grants effectively and achieve their goals.
 - Ensure effective referral pathways and seamless support for organisations across the programme partners.
 - Take an active learning approach to this pilot project, being flexible and sharing learning, insights and resources with our partners as we develop.
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Job description

General requirements

- Contribute to developing VODA and all its services
- Attend staff meetings, team meetings, supervision, annual appraisal and other meetings as required
- Record and monitor your work regularly and produce reports as required
- Maintain up-to-date knowledge and skills required to fulfil the duties of the role
- Work within our VODA values and policies and procedures
- Ensure equity, diversity, and inclusion is upheld in our work
- Service your own administrative needs and be responsible for organising and prioritising your own workload
- Carry out occasional other duties as agreed in line with the aims of VODA.

Person Specification

Essential requirements necessary for the role to be evidenced on the application form and at the interview:

- Experience of working in the VCSE sector or in a role giving advice and guidance.
 - Strong understanding of the VCSE sector and the challenges and opportunities we face.
 - Understanding of the key elements of running a VCSE organisation, including governance, financial management, monitoring and evaluation (additional training can be provided).
 - Experience of building relationships with people from a wide range of backgrounds and positions.
 - Experience of supporting and developing people/ organisations to address issues and achieve goals.
 - Good analytical skills and ability to apply critical thinking
 - Excellent communication skills and listening skills.
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Job description

Personal attributes and values to be demonstrated at the interview:

- Commitment to the purpose, values and aims of VODA.
- Commitment to detail, ensuring work is understandable, accurate, and concise
- Commitment to equity, diversity and inclusion
- Enthusiasm, energy, and resilience to work in a fast-paced environment managing multiple and competing demands
- Commitment to working within professional boundaries
- Willing to work in co-operation with team members across service areas
- Commitment to good organisational and time management
- Willing to work flexibly and creatively within their role
- Commitment to continuous professional development

The successful candidate will have:

- A commitment to the principles and practice of equality and diversity.
- A commitment to the work of voluntary and community organisations.



Job description

Terms and conditions

Location: North Tyneside

Salary: £28,366 – £31,518 FTE (pro rata £14,183 – £15,759 per year)

Contract: Funded for two years

Pension: If eligible, you will be auto-enrolled into the VODA Pension Scheme.

Hours: 18.5 hours per week

Holidays: The holiday entitlement is 28 days per year, increasing by one day per completed year, rising to a maximum of 33 days. All holidays are pro rata for part-time staff.

Maternity/Paternity: Details of maternity/paternity leave are available.

Sick Pay: Details of sick pay arrangements are available.

Health Scheme: Employees are entitled to join VODA's health scheme, which is operated through BUPA.

Expenses: Travel expenses are paid for necessary work-related journeys.

Notice: One month

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**North Tyneside Voluntary Organisations
Development Agency (VODA)**

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