



Job Title – Partnership and Networks Manager

Reports to – West Lancs CVS Team & Operations Manager

Salary Scale – NJC Scale Point 26 £34,834 (pro-rata)

Hours – Part-time (21 hours per week)

Contract – Initially a 12-month contract (could be extended subject to additional funding)

Background to West Lancs CVS (WLCVS)

WLCVS is a registered charity and the local infrastructure organisation (LIO) for the borough of West Lancashire. LIOs are often referred to as umbrella organisations which provide capacity building support to local voluntary sector organisations and community groups. The core services of the LIOs are to encourage and support volunteering, help to raise funds, provide networking, sector communications, sector representation and partnership brokerage especially with the public sector and commissioners. LIOs like WLCVS also develop and incubate new projects and services in West Lancashire.

Partnership and networking function

A strongly rooted voluntary sector network is vital to strengthen the sector's voice, connect communities, and influence key decision-makers and funders. Organisations working collaboratively strengthen places and communities, who are then better equipped in both times of crisis and in the development of ongoing projects. In this new venture, CVS is bringing the local voluntary, community, faith and social enterprise sector together as a new Third Sector Network to enable the voluntary sector to be heard, and to empower and enable it to identify local needs and priorities.

The newly created role of Partnership and Networks Manager will be key in facilitating activity and growth around the newly created West Lancs Third Sector Network and in building up vital strategic links and developing partnership projects locally. This will include developing thematic and geographical sub-networks around the main Network, to embed local solutions to tackling local issues. These networks will range from formal meetings and events, to small community gatherings to be inclusive, seeking views from across West Lancs communities. This will link with, and feed into, the West Lancashire Health & Wellbeing Partnership, as well as other key public sector bodies, giving the local voluntary sector a strong voice in local decision-making.

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Partnership and Networks Manager - Job Description

Main Tasks:

- To lead on the development of a West Lancashire Third Sector Network.
- To facilitate and support network events, which will include arranging meetings and public events, in consultation with other officers.
- To lead on the development of third sector sub-networks – geographical and thematic – working with sector leaders to build local facilitation skills and function.
- To lead on the support and development of existing and emerging partnerships and thematic groups in the three neighbourhood areas (Skelmersdale/Upholland, Ormskirk/Aughton and Northern Parishes) through attendance at and/or facilitation of such meetings.
- To provide or link local third sector/community groups to other WLCVS services e.g., volunteering, funding support, governance support and training opportunities.
- To work alongside the CVS Team & Operations Manager on key operational and strategic developments.
- To provide project management support and occasionally lead new initiatives and service developments.
- To support the CVS team in the promotion of the CVS database, volunteering portal and directory of service.
- To develop performance monitoring frameworks for plans and strategies and to monitor and report on their performance.
- In conjunction with the Team & Operations Manager, provide regular supervision for other CVS team members.

Other Duties:

- Participate in and contribute to organisational/team or external meetings.
- Provide reports for CVS team and Board of Trustees as required.
- Provide cover for other team members as appropriate.
- Work in accordance with the policies and procedures of WLCVS as the employing organisation.
- Undertake any relevant training.
- Carry out any other reasonable duties associated with the delivery of CVS services and/or to support WLCVS's infrastructure role.

Additional Information

- The CVS team works flexibly both in terms of hours and location – according to individual roles and responsibilities. The Partnership and Networks Manager will predominantly

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work from the Skelmersdale Ecumenical Centre but will frequently travel across the borough to visit groups/organisations. This role cannot be solely home based.

- Attendance at evening/weekend meetings may be required, for which time off in lieu will be given.
- The Partnership and Networks Manager will be firmly committed to the Nolan principles - our benchmark for expected professional standards.

Partnership and Networks Manager – Person Specification

- Experience of building relationships and networks which drive outcomes
- Demonstrable evidence of effective communication, negotiation and influencing skills
- You will be a skilled facilitator
- Experience of managing income and expenditure budgets, monitoring and reporting on activity
- Knowledge and working experience of the third sector.
- You will have a sound project management approach in your work, be able to use your initiative and translate ideas into tangible actions.
- You will enjoy meeting with partners and the wider community and enabling this through organising events, forums and other communication channels.
- You will also be a confident communicator who can liaise with multiple stakeholders.
- You will need to be flexible in how you work, have good analytical skills and be a strong report writer.

Quality	Essential	Desirable	Measure
Education and Training	Qualifications/training and/or significant recent work experience in Community Development work		A/I
Job Experience and Skills	Experience of partnership working	Recent experience in a similar role	A/I
	Experience of working at a strategic level		A/I
	Demonstrable facilitation skills/experience		A/I
	Substantial, demonstrable community development work experience		A/I
	Experience of project delivery and reporting		A/I
	Experience of managing		A/I

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	<p>budgets/financial information</p> <p>Experience of working with communities that have different socio/economic backgrounds</p> <p>Knowledge and an understanding of the West Lancs area and communities</p> <p>Demonstrable ability to build and maintain effective working relationships with different communities and a variety of external organisations</p> <p>Report writing skills</p> <p>Excellent written, presentation and oral communication skills with a variety of people from different backgrounds</p> <p>Experience in the use of Microsoft Office</p>	<p>Experience of working in the West Lancs area</p> <p>Ability to research and gather information</p> <p>Database experience</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Personal Qualities and Abilities	<p>Ability to work on own initiative and as part of a team</p> <p>Ability to travel and work across the West Lancs borough</p> <p>Ability to work under pressure</p> <p>A flexible approach to tasks and working hours</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

Key:

A – Application

I – Interview

Please note that applicants will be selected on basis of information provided in relation to the above essential and desirable requirements.

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