

Telford and Wrekin CVS

Meeting Point House,
Southwater Square,
Town Centre,
Telford,
Shropshire. TF3 4HS.

Telephone: (01952) 291350

CONTRACTS DEVELOPMENT WORKER

A few words about the organisation for which you will be working and the job you will be doing if you are successful.

About Telford and Wrekin Council for Voluntary Service (CVS)

Telford and Wrekin CVS aims to bring together organisations which are important in the life of the community so that they can work together effectively for the good of the area by:

- improving co-operation;
- expressing social needs;
- sharing information;
- helping to direct resources to areas of greatest need;
- promoting direct services;
- encouraging self-help.

It consists of representatives of voluntary and community organisations concerned with family welfare, disability, health, community affairs and amenities, together with representatives of the local authority and other statutory services.

It provides:

- A forum for the exchange of ideas and evaluation of services.
- Relevant information and support to voluntary and community organisations working in the town.
- A variety of training to suit the needs of the voluntary and community sector.
- A recruitment and placement service for volunteers which also aims to develop good practice in volunteering.
- Information and support to Parents/Carers of Children with Special Educational Needs countywide.
- Information and support to Adult Carers and Young Carers in the Borough.

Telford and Wrekin CVS also has a subsidiary company – Community Mobility Transport (Telford and Wrekin) – which administers a community pool of tail-lift

vehicles as well as the Wrekin Car, Social Car and Dial-a-Ride Schemes within the Telford and Wrekin area.

The CVS is affiliated to the National Association for Voluntary and Community Action (NAVCA), the National Council for Voluntary Organisations (NCVO) and Volunteering England.

Telford and Wrekin CVS is a registered charity supported by grants in aid from the local public authorities and various funding bodies with which it has good relationships and is hopeful of continued support from them.

Purpose of the Post

The purpose of the post is to prepare and support Voluntary and Community groups in Telford & Wrekin to deliver services under contract. This could give groups a more diverse range of income streams.

To make statutory bodies contracting for services aware of the potential of the Voluntary and Community Sector and to work together to ensure the tendering process is suitable for the sector.

About the Job

Post Title: Contracts Development Worker

Responsible To: The Strategic Development Manager

Duties to be undertaken:

Development work with the Voluntary and Community Sector (VCS):-

- Organise an event to inform organisations about different income streams for the Voluntary Sector.
- Organise Awareness Raising events on procurement and commissioning.
- Conduct a sector-wide mapping of Voluntary Sector service provision.
- Advertise contract opportunities to the Voluntary Sector in Telford and Wrekin.
- Develop web pages providing information and advice relating to procurement and commissioning.
- Deliver training on tendering for public services.
- Development of a support package for organisations interested in tendering for public services.
- Provide information and advice and support to groups on tendering for public services.
- Provide information and support on contract management.

- Develop support to create formal partnerships of providers to tender for public services.
- Facilitate discussions between Voluntary and Community Sector organisations and public body purchasers.

Development work for public service contracts in “sector proofing” contracts:-

- Lobbying commissioners to use both contracts and grants to fund Voluntary Sector organisations and supporting them to:
 - Embed wider social outcomes into service contracts.
 - Simplify or streamline tender documentation.
 - Simplify monitoring and reporting requirements.
 - Improve contract management processes.
 - Influence procurement practices.

It is expected that the Contracts Development Worker will carry out other reasonable duties from time to time as appropriate.

Regular support and supervision will be provided as will training, where necessary.

The office operates as a friendly, informal team. However, we aim to maintain the highest standards of service and efficiency.

Qualifications

Evidence of a solid general education with a minimum of 5 GCSE ‘O’ Level passes (Grade ‘C’ or above) to include English Language and Mathematics is essential. A degree, or equivalent, would be an advantage.

In order to undertake the post effectively it is important that the successful applicant has developed IT skills and the ability to use Microsoft Office packages and the Internet.

Extracts From Conditions of Service

- The post is for 36 hours per week on a fixed-term contract for 2 years.
- LA salary range spinal column point 29. Starting salary is £24,402 per annum.
- Expenses of travel will be reimbursed.
- Holiday entitlement - 4 working weeks plus public bank holidays as agreed and will not be less than the statutory minimum entitlement.
- Superannuation - the employee may elect to join the Pensions Trust which attracts a minimum contribution of 5% from both employer and employee.

- The postholder will be required to undertake Disclosure by the Criminal Records Bureau and medical assessment through the Local Authority's Occupational Health Service.
- Normal office hours are between 9.00 am - 5.00 pm : Monday to Thursday; 9.00 am – 4.00 pm : Friday. "Out of Hours" work may occasionally be necessary. Time off in lieu can be arranged (overtime is not paid).
- The postholder will be based at Meeting Point House, Southwater Square, Town Centre, Telford, Shropshire. TF3 4HS.

Further Information:

If you require further information please contact Ella Sips on (01952) 291350.

Closing Date:

12 noon, 3rd July, 2009.

PERSON SPECIFICATION

	Essential (E) Desirable (D)
<ul style="list-style-type: none"> Evidence of a solid general education with a minimum of 5 GCSE 'O' Level passes (Grade 'C' or above) to include English Language and Mathematics. 	E
<ul style="list-style-type: none"> Degree or equivalent. 	D
<ul style="list-style-type: none"> Developed IT skills and the ability to use Microsoft Office packages and the Internet. 	E
<ul style="list-style-type: none"> Understanding of the Voluntary and Community Sector. 	E
<ul style="list-style-type: none"> Knowledge of Statutory Sector contracting/tendering/commissioning practices. 	E
<ul style="list-style-type: none"> Experience of going through a tendering process. 	D
<ul style="list-style-type: none"> Awareness of the services delivered by the Voluntary and Community Sector in Telford & Wrekin. 	E
<ul style="list-style-type: none"> Understanding and/or experience of collaborative working. 	D
<ul style="list-style-type: none"> Ability to work with committees and groups. 	E
<ul style="list-style-type: none"> Ability to communicate and negotiate at all levels. 	D
<ul style="list-style-type: none"> Knowledge of budgeting principles. 	D
<ul style="list-style-type: none"> Strong organisational skills. 	E
<ul style="list-style-type: none"> Experience in giving support and advice. 	D
<ul style="list-style-type: none"> Experience of preparing reports. 	E
<ul style="list-style-type: none"> Experience in delivering training. 	D
<ul style="list-style-type: none"> A current driving licence and access to a vehicle. 	D

