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www.mvda.info

October 2023

Dear Applicant

Community Activator Volunteer Co-ordinator

Thank you for your interest in the new post of Volunteer Co-ordinator at MVDA to deliver our Community Activator Project, which is being funded by You've Got This, the Sport England Local Delivery Pilot for the South Tees area.

Please find enclosed the following:

- Job description
- Person specification
- Background information (including details of salaries)
- Principal terms and conditions of employment
- Privacy statement
- Application form

The deadline for receipt of applications for the post is **5pm on Monday 23 October 2023**. Applications that arrive after this time will not be considered. Application can be made by post or e-mail to MVDA's offices. An electronic copy of the application pack can be downloaded from www.mvda.info

Should you require any reasonable adjustments at any point during this recruitment process, please contact Sue Naylor on 01642 249300.

The date for interviews is expected to be held on Thursday 9 November 2023. We regret that we are unable either to acknowledge receipt of applications or to notify candidates who are not shortlisted for interview. If you have not heard anything by 31 October, please assume that your application has not been successful.

Shortlisting will be undertaken against the criteria indicated on the **Person Specification**. To give yourself the best chance of an interview, you should describe clearly on the application form how you meet each of the criteria.

Please note that we will only consider applications on the standard form: **we do not accept CVs**. This is to ensure that we have comparable information for all candidates. To further ensure a fair process, the front two pages of the form will be detached and stored separately, so the shortlisting panel will not have access to this information.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M. Davis'.

Mark Davis
Chief Executive

JOB TITLE:	Community Activator Volunteer Co-ordinator
RESPONSIBLE TO:	Head of Community and Service Development
RESPONSIBLE FOR:	Community Activator Volunteers
JOB PURPOSE:	To develop, implement, review and analyse the Community Activator Volunteering Project in the You've Got This target wards of Brambles Farm, Thorntree and North Ormesby in Middlesbrough.
LAST REVIEWED:	October 2023

MAIN DUTIES

1. Sector and community engagement

- 1.1. To get to know and build relationships with local community groups, organisations and leaders working in the Brambles Farm, Thorntree and North Ormesby localities.
- 1.2. Develop an understanding of the activities delivered by local community groups and organisations in the target wards with a view to identifying any needs and gaps in provision.
- 1.3. Work with the local community to establish ways of addressing gaps in provision that would encourage local people to become more active within their community.
- 1.4. Work with local community groups and organisations to encourage local people to become Community Activators both from within the groups and organisations and from the wider community.
- 1.5. Provide appropriate support to local community groups and organisations with the management, support and supervision required by their Community Activators.

- 1.6. Work with local groups and organisations to help promote the work of You've Got This and the Community Activator project with a view to encouraging local people to engage and become more active.

2. Volunteer recruitment, development and support

- 2.1. To recruit, support and train local people in the localities of Brambles Farm, Thorntree and North Ormesby to become Community Activator Volunteers and to be a part of the You've Got This movement.
- 2.2. To work with the volunteers to identify their skills and support them to improve current and develop new skills.
- 2.3. Provide ongoing support to the Community Activators to ensure they are equipped and equipped to sustain their role.
- 2.4. Ensure and facilitate opportunities for Community Activators to come together to share experiences and provide peer support.
- 2.5. Provide support and informal supervision to all Community Activators recruited through the project.

3. Information, communication and resources

- 3.1. Collect all relevant data and information and provide analysis to demonstrate outcomes from the project to the You've Got This Programme Management Team.
- 3.2. Maintain awareness of policy and other developments relevant to your work through reading, attendance at meetings, conferences etc.
- 3.3. Keep abreast of local initiatives and projects.
- 3.4. Contribute to the production of information materials, including MVDA's website, newsletter etc.
- 3.5. Ensure regular dialogue with all key partners involved in the project including Community Activators and the local community.
- 3.6. Provide regular progress reports and analysis of the Community Activator project.

4. Other

- 4.1 Undertake training in line with MVDA requirements and personal development plans agreed with your line manager.
- 4.2 Participate fully as a member of the staff team, attending meetings, sharing information and covering other posts during staff sickness etc.
- 4.3 Contribute to organisational planning and policy at MVDA.
- 4.4 Carry out all work with reference to MVDA policies, procedures and values.
- 4.5 Contribute to the maintenance of a working environment in which diversity is respected and equality of opportunity is promoted.
- 4.6 Undertake other duties as required by the CEO and other senior managers

Community Activator Volunteering Co-ordinator

SELECTION CRITERIA		TESTED BY
Knowledge and experience		
1.	Understanding of the importance of volunteering for individuals, communities and organisations.	Application/interview/presentation
2.	A well-developed understanding of the key issues involved in recruitment, retention and management of volunteers.	Application/interview/exercise
3.	Good understanding of the barriers to volunteering.	Application/interview/presentation
4.	Understanding of the importance of record keeping in evidencing work undertaken and outcomes achieved.	Application/interview
5.	Understanding of the importance of maintaining professional boundaries in work with service users.	Application/interview
Skills and abilities		
6.	Good listening skills and demonstrable ability to assess the needs of individuals and organisations in relation to volunteering.	Application/interview/presentation
7.	Ability to devise and deliver appropriate training and /or support programmes for volunteers and volunteer-involving organisations.	Application/interview/presentation
8.	Strong organisational skills, with the ability to work under pressure, prioritise and meet deadlines.	Application/interview/presentation
9.	Good interpersonal skills, with the ability to establish and maintain a wide range of professional relationships.	Application/interview

10.	Excellent written and verbal communication skills.	Application/interview/ presentation/exercise
11.	IT skills, including word processing and use of internet/e-mail, and the aptitude to learn to use new devices and software.	Application/interview
Attitudes and other requirements		
12.	Positive approach to ensuring the inclusion of marginalised people in the Community Activator Project.	Application/interview/ presentation
13.	A can-do attitude and enthusiasm for the potential of volunteering to make a difference for people in Middlesbrough.	Application/interview
14.	Willingness to work flexibly, including evenings and weekends.	Application/interview/ presentation
15.	Commitment to working in line with the ethos of MVDA's values.	Application

October 2023

Background information: Community Activator Volunteer Co-ordinator

1. About MVDA

1.1 Our vision and mission

Our vision is that Middlesbrough's communities are active, strong and engaged.

MVDA exists to support an effective, enterprising and inclusive voluntary and community sector that makes a difference to the lives of Middlesbrough people and to their communities.

1.2 Our services

In support of voluntary and community action, we:

- provide practical support for voluntary and community organisations (VCOs) includes help around set up, governance, funding and sustainability. We provide training, information and resources, and regular bulletins
- have recently launched the Volunteering Academy introducing a new person-centred approach to volunteering in Middlesbrough
- promote and support voluntary and community sector (VCS) influence in local planning activity, representing VCS interests at partnership meetings
- bring VCOs together at a range of themed forums and events and networking with others
- work to enable local people and communities more generally to influence the design and delivery of services intended to meet their needs
- also run projects to fill gaps in services and support the development of new initiatives.

1.3 Our values

Delivery of our mission is underpinned by a commitment to:

- social justice and prioritising work with the most economically, politically and socially disadvantaged communities

- the belief that strong communities are characterised by diversity and inclusion
- promoting awareness of the rights and needs of different groups of people on the basis that choice and opportunity should not be limited by age, belief, class, disability, gender identity, race, sex or sexual orientation
- collaborative and co-operative approaches to meeting the needs of Middlesbrough people
- the importance of independent challenge in formulating effective policy and planning and upholding the rights of people experiencing disadvantage and discrimination
- good stewardship of MVDA's resources and honesty and openness in our dealings with others.

1.4 Our strategy

We have identified four areas in which we expect to have an impact:

- i. Middlesbrough VCOs are in a stronger position to meet the needs of local people
- ii. Public policy and services better reflect community needs
- iii. More local people from all backgrounds are engaged in their communities
- iv. MVDA has the resources and capacity it needs to deliver on its strategic plan.

Each of our impact areas are supported by several outcomes, which provide the focus of our delivery work. We expect to undertake a strategic refresh of these long-term priority areas within the next 18 months.

2. About You've Got This – the Sport England Local Delivery Pilot

In their previous strategy *Towards an Active Nation* (2016 – 2021), Sport England set out a vision for what it wanted to achieve from investing in a range of local delivery pilots (LDPs).

It committed to investing significant time, expertise and money (£130M) across 12 LDPs in England to develop and deliver schemes to bring about a population level change in physical activity. The starting point was that every individual doesn't live in a vacuum. They are connected to a place and

its community, each with its own unique structure, relationships, and geography.

Through the Pilots, they wanted to understand how to use those local identities and structures to deliver sustainable increases in activity levels across the country. They also wanted to test whether taking a behaviour change approach in a place could really unlock something groundbreaking for the whole country and find solutions that are genuinely sustainable for this new reality.

South Tees (Redcar and Cleveland and Middlesbrough) was successful with a bid as one of the 12 to be invited to join the Local Delivery Pilot programme. Redcar & Cleveland Borough Council is acting as the accountable body, working through a broad partnership.

The South Tees LDP known as 'You've Got This' (YGT) is focussed on addressing stubborn inequalities by increasing physical activity, but not necessarily through participation in sport. To support this YGT has commissioned a variety of projects to test out new and innovative ideas and ways of engaging the population of South Tees in physical activity.

The Community Activator project is one of the commissioned projects which will work within the local communities of Brambles Farm, Thorntree and North Ormesby in Middlesbrough.

The aim of the project is to encourage local people to become Community Activators both from within local groups and organisations and the wider community.

3. The post of Community Activator Volunteer Co-ordinator (CAVCO)

The post holder will work within the Middlesbrough wards of Brambles Farm, Thorntree and North Ormesby with the aim of recruiting volunteer Community Activators by building relationships with local residents and community groups and organisations.

The post holder will work with local community groups and residents on a day-to-day basis to develop an understanding of the current activity that takes place, support them to think more creatively about physical activity and identify any gaps in provision.

Volunteer Community Activators will receive ongoing support and training to enable them to undertake their role and to become part of the YGT movement.

The project will benefit from access to the newly developed MVDA Volunteering Academy with access to a wealth of activities, training, support and best practice as well as support from a team of staff with a significant amount of experience in volunteering.

A similar project has been operating in the Redcar and Cleveland area which will provide an opportunity to share learning and outcomes to support the delivery and evaluation of both projects.

Salary and contract

This is a part-time post, working 21 hours per week (0.6 FTE) on a flexible basis. The starting salary for this post is £28,226 pro-rata plus up to 6% employer pension contribution, which is matched to the employee contribution and subject to any statutory minimum requirements as defined by law.

All posts at MVDA are subject to continued funding.

Disclosure and Barring Service check (DBS)

The post is not subject to clearance through a DBS check.

Interviews

We expect interviews to take place week commencing 6 November, on a date yet to be determined. Please advise us with your application if you are not available that week due other commitments, for example existing work or caring responsibilities.

To apply

The closing date for completed application forms is **5pm on Monday 23 October 2023**. It will not be possible to consider applications that arrive after this time.

Further information

If after reading the recruitment material, you would like to know more, contact Sue Naylor on 01642 249300 or sue.naylor@mvdauk.org.uk who will arrange a time for a telephone call with a relevant member of staff.

Principal terms and conditions of employment

Salary	<p>See background information to the post.</p> <p>Payment is monthly, in arrears, by bank credit transfer.</p> <p>Progression up the scale is by annual increment, payable on the 1st April, subject to the successful completion of six months in post and the availability of funding.</p>
Holidays	<p>28 days per year, rising to 29 after one year and 30 after two years, plus bank holidays.</p> <p>Holiday entitlement for part-time employees is pro rata.</p>
Hours	<p>Full-time hours are 35 per week (excluding lunch breaks). Actual hours worked are flexible, according to the requirements of the post. Some evening and weekend work is required, as indicated in details of particular posts.</p>
Probationary period	<p>All posts are subject to satisfactory completion of a 6 month probationary period, which may be extended by mutual agreement where appropriate.</p>
Location	<p>MVDA's offices are in central Middlesbrough.</p>
Pension	<p>Employees may join the Pensions Trust. MVDA will pay up to 6% employers contribution and will match the employee's contribution up to the maximum of 6%.</p>
Length of contract	<p>Continued employment in all posts at MVDA is subject to the availability of funding.</p>
Other benefits	<p>MVDA is a member of the national Ride2Work scheme, which enables tax-free loans for the purchase of cycles for employees wishing to travel to work by bike.</p>

Privacy statement

Middlesbrough Voluntary Development Agency (MVDA) collects, processes and stores data which relates to its staff (current and former) as well as individuals applying for employment at MVDA. This often includes some types of personal data which are classed as “sensitive personal data”. This data may relate to issues such as age, gender identity, racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, trade union membership, physical or mental health or condition, sexual life and any alleged offences and/or criminal convictions. Some of this information is collected at the recruitment stage, separated and anonymised.

“Data Subjects” i.e. staff and individuals applying for employment at MVDA, will be asked to provide/confirm their personal and/or sensitive personal data as required. By providing this information the Data Subject consents to MVDA collecting, processing and storing this information.

Appropriate security measures are or will be in place to ensure that all personal and sensitive personal data are held and processed confidentially. Personal data relating to staff and potential staff are processed (both manually and electronically) for various administrative, management and health and safety reasons, including but not limited to:

- Provision of payroll and pension administration.
- Occupational health.
- Personnel records including performance and absence reporting including medical information (where appropriate).
- Diversity monitoring.

MVDA handles personal data in compliance with the Data Protection Act 2018 and General Data Protection Regulation and recognises the importance of correct and lawful processing. MVDA is registered with the Information Commissioner’s Office (ICO).

The personal data you provide will only be used for official MVDA business. In some cases it may be necessary to transfer your personal data outside the UK; if this occurs MVDA will ensure that adequate safeguards are in place.

MVDA discloses staff information to a variety of third parties; these include but are not limited to:

- Employees of MVDA (on a 'need-to-know' basis in relation to job function).
- MVDA Directors (on a 'need-to-know' basis in relation to their function as Trustees of the charity).
- Agents of MVDA e.g. pensions administrator.
- Relevant UK government departments, e.g. HM Revenue and Customs.
- Law enforcement agencies.
- Relevant authorities dealing with emergency situations at MVDA.
- Any other authorised third party to whom MVDA has a legal/contractual obligation to share data with.

Disclosure of certain personal data may also be made to other entities not listed above. This will only ever be done in accordance with the Act. Your consent will be sought where necessary.

MVDA will retain your personal data as long as necessary for the purposes described above. After termination of your employment MVDA may still be required to hold your personal data for a period of time to satisfy statutory and legal obligations or for administrative purposes.

Unsuccessful candidates' data will be held for a minimum of six months following the date of the interview.

Your Rights under the Data Protection Act 2018

As a 'Data Subject' you have a number of rights under the Act. This includes the right to:

- Access the personal data MVDA holds about you.
- Have inaccurate data corrected.
- Prevent the processing of information which may cause you harm or distress.
- Prevent unsolicited marketing.
- Prevent automated decision-making.

For more information on your rights please visit the Information Commissioner's website: <https://ico.org.uk/>

Right to Access Personal Data

As a Data Subject you have a right to request a copy of the information MVDA holds about you. This is known as a 'Subject Access Request' (SAR). SARs should be made in writing, if possible, to the Chief Executive, MVDA, St Mary's Centre, 82-90 Corporation Road, Middlesbrough, TS1 2RW. There is usually no charge for this information. However, MVDA reserves the right to charge in accordance with the Act a reasonable fee to cover administration costs where the request is manifestly unfounded or excessive, particularly if it is repetitive.