

Job Description

Job Title: Community Training Consultant (part-time)

Hours: 22 hours per week

Accountable to: Operations Manager

Location: Wimborne/Dorchester

Salary: £28,403 (pro rata £16,888)

Dorset Community Action (DCA) has supported community groups in Dorset since 1997 as a charity offering a variety of free of charge and paid for consultancy services. We aim to deliver our vision as a County wide organisation delivering quality services that can demonstrate measurable outcomes for a wide range of local partners.

With reducing public sector funding and the impact of the CV19 lockdown on how we work, DCA has a strategic objective of streamlining its current obligations to deliver local authority funded work, and at the same time developing higher value consultancy work to secure the organisation's future financial sustainability.

The person appointed to this new position will primarily be responsible for the development and delivery of consultancy and training in support of VCSE organisations in Dorset, as an integral member of the DCA Team.

1. OVERALL PURPOSE OF JOB

- To secure and deliver consultancy and training support to voluntary organisations, community groups, social enterprises and charities, with a range of management and development needs from fundraising, governance, trustees and resources, to project planning.
- To be a nominated DCA consultant on the national ACRE network, Cirican LLP, with a focus on delivering research, strategic planning, and evaluation contracts.
- To support delivery of local services using DCA's service framework at Levels 1-3:

Level 1 - Assessment of group needs, and provision of information, signposting and recommendations for support.

Level 2 - Delivery of one to one and small group work through toolkits, and delivery of one day 'Introduction to' training courses;

Level 3 - Delivery of tailored consultancy services in an area of specialism.

2. OTHER RESPONSIBILITIES, CORE COMPETENCIES, AND TASKS

- SECURE NEW WORK & RESOURCES - support development of grant and contract bids to support planned activities and income targets. Provide cross referrals to other DCA services as appropriate.
- SYSTEMS OF WORK – deliver service using DCA’s service delivery framework at levels 1-3, using provided customer support forms, and maintain up to date client records on Beacon client relationship management (CRM) database.
- PARTNERSHIP WORKING - maintain appropriate links with key stakeholders including public, private and other voluntary and community sector organisations, funders, and partnerships.
- MONITOR OUTCOMES – regularly enter outcome information onto Beacon CRM database and ensure data entered and checked as part of Quarterly review process. Produce reports, surveys and research analytics to support the delivery of consultancy and to meet funder requirements.
- FORWARD PLANNING - contribute to plan 12 months ahead as part of CA Team and Personal Business Plans. Identify opportunities for new areas of work (geographic or thematic) in line with DCA Business Plan.
- REPORTING & LIAISON: preparation and presentation of quarterly reports to funding partners and local Steering Groups/Partnerships. Reporting / presenting when required to other organisations and at events. Provide timely reports to line manager.
- WORKLOAD & PROJECT PLANNING - inc. milestones, risk assessments, monitoring, and evaluation.
- FINANCIAL MANAGEMENT – work in conjunction with the Finance Manager to prepare project budgets for each strand of funding relevant to this post. Attend quarterly review meetings to review project budgets. Be responsible for ensuring the effective management of all projects/services falling within the remit of this post.

3. ORGANISATIONAL RESPONSIBILITIES

- TEAM WORKING - To work as part of DCA team across the county abiding by our team standards to ensure consistency of service
- ADMINISTRATION - To be predominantly self administering and carry out own filing, typing, monitoring and file and email management.

- POLICIES - To abide by all DCA policies and values
- TRAINING - To take part in quarterly staff meetings and training organised by/for DCA staff. To undertake personal training and development as agreed with your line manager
- EQUAL OPPORTUNITIES - Dorset Community Action has an Equal Opportunities Policy and all employees have a responsibility for the successful operation of the Policy.
- OTHER DUTIES - Undertake any other duties commensurate with post, as agreed with the line manager, including evening and weekend work on occasion

Person Specification – Consultancy

Education and Qualifications	Essential	Desirable
Educated to degree level / NVQ 4 in social enterprise, community development, training, consultancy or other similar qualification and/or able to demonstrate significant experience at this level.	✓	
Skills & Experience		
Minimum of 3 years' experience delivering research, strategic assessment & planning, data analysis and evaluation reports in a consultancy capacity.	✓	
Experience of training development and delivery on various topics related to community development and engagement including experience of planning, organising and delivering paid for online Webinars and training using appropriate software e.g. Zoom	✓	
Experience of delivering support to set up, develop and mentor new community enterprises, projects, and services. With demonstrable skills of community engagement and inclusion development practice.	✓	
Partnership development skills across statutory, private, and VCSE sectors.	✓	
Proven track record of successful bid applications and supporting bid writing of others.	✓	
Evidence of ability to secure and deliver high value consultancy services for VCSE clients.	✓	
Customer liaison skills and VCSE sector knowledge to make effective assessment of VCSE group needs, and provide information, advice, guidance and signposting recommendations for support.	✓	
Excellent and natural communicator at all levels, able to work with a wide range of people. With a proven track record of excellent presentation skills.	✓	
Proven experience of effective work management practice including time management, prioritisation of work and work planning.	✓	
Able to use a range of administrative and outcome monitoring systems effectively, including use of management information systems.	✓	
Experience of participating and contributing effectively to business planning processes.		✓

Knowledge	Essential	Desirable
Working knowledge of up to date consultancy methods.		✓
Knowledge of Eventbrite, Survey Monkey, Mail Chimp and online booking tools.		✓
Awareness of the changing environment for local communities, voluntary organisations and other third sector organisations and the challenges they face.	✓	
Knowledge of marketing, selling and delivering paid for services.	✓	
Understanding of and commitment to equal opportunities practice and knowledge of approaches to enabling participation from excluded groups in the community.	✓	
Working knowledge of developing new funding e.g. Crowdfunding and ownership models e.g. cooperatives		✓
Other Skills and Qualifications	Essential	Desirable
Personal qualities: <ul style="list-style-type: none"> • Positive and pragmatic; • Resilient and able to tolerate knock backs; • Committed to the ideals of the VCSE sector and DCA; • Patience, tolerance and understanding of others; • Financial awareness and business acumen. 	✓	
Excellent ICT & numeracy skills.	✓	
Excellent verbal and written communication skills.	✓	
A positive and creative attitude to work and problem solving.	✓	
Driving License and access to vehicle.	✓	
A willingness to undertake continuous professional development to develop consultancy skill set.	✓	
Able to use own initiative, be self-motivated and to possess excellent organisational skills.	✓	
Able to work effectively as part of a team.	✓	
Able to sustain good working relationships with people, colleagues, external organisations and all other partners.	✓	
Available and willing to work evenings and weekends when necessary.	✓	