

## **Bournemouth Council for Voluntary Service**

### **Job Description – Advice Officer**

**Accountable: Board of Trustees of Bournemouth Council for Voluntary Service (BCVS)**

**Line Manager: Chief Executive**

**Location: Boscombe Link but may be required to work in other locations in the locality**

**Hours: 37 hours per week**

**Salary point: NJC 36 starting at £ 30,011 (March 2010)**

#### **Job Purpose:**

To enhance the effectiveness of new and developing organisations across Bournemouth & Poole by providing an advice, information and training service on the legal, technical and good practice aspects of running a voluntary organisation.

#### **Key Tasks:**

##### **1. Information, advice and training**

To provide organisation specific advice and information by telephone, email and one to one advice sessions.

To enable organisations to develop appropriate documentation. To produce model documents in plain language.

To design and organise training events, lunch time seminars, meetings, events and conferences for voluntary organizations as required.

To keep up to date on all the legal and technical aspects of running a voluntary organisation.

To target groups and organisations serving communities experiencing discrimination and social exclusion.

To ensure the provision of information through 'Update', BCVS website and special briefing supplements.

To maintain effective networks and working relationships with appropriate individuals and agencies.

##### **2. Administration**

To ensure that relevant information is circulated widely internally and externally.

To take responsibility for overseeing the development, review and updating of a comprehensive range of internal policies and procedures as directed by the CEO and the Board of Trustees and to advise the CEO and trustees on the application of relevant legislation.

To play a major role in the Quality Assurance Working Group of BCVS including the maintenance of ISO 9001 registration.

To bring to the attention of the Chief Executive and trustees accreditation systems which may be appropriate for BCVS and be responsible for the implementation of these as required.

To oversee the development, implementation and monitoring of Health & Safety procedures; to support other managers in fulfilling their responsibilities in relation to Health and Safety, and to provide training and information to trustees, staff and volunteers as required.

To set up systems to monitor and evaluate all aspects of work and present reports as required.

To support staff to collect data and ensure it is processed accurately and in a timely manner.

To ensure that monitoring information is available to Trustees, funders and staff as required.

To take the lead on ensuring that all BCVS obligations to The National Lottery in relation to BASIS funding are met including overseeing budgets, attending project workers' meetings and completing six-monthly reports.

### **3. Management**

To line manage staff and volunteers as required including the Communications Officer and Youth Sector Development Worker,.

To line manage staff on behalf of Poole CVS (PCVS) as agreed by the Chief Executive of BCVS and Director of PCVS.

To assist in the setting of, and to manage, project and other BCVS budgets as required by the Chief Executive.

To assist in recruitment as required by the Chief Executive including ensuring that systems comply with the requirements of legislation and of the 'Positive about Disabled People' accreditation.

### **Joint Responsibilities:**

Teamwork is essential to the smooth running of the organisation and all members of staff are required to play a part in order to ensure that the requirements of service level agreements are met. Staff are required to comply with all decisions, policies and

standing orders of BCVS and any relevant statutory requirements, for example Health and Safety and Data Protection Act.

This job description sets out the main duties of the post at the date it was drawn up. These may vary from time to time without changing the general character of the post or the level of responsibility entailed. It is expected therefore that the post holder will undertake any other duties commensurate with the grading of the post and allocated through line management.

**Special Circumstances:**

The post may involve weekend and evening work  
Travel to various venues throughout the Borough will be necessary.

March 2010