

Role Profile

Role title:	Engagement Manager
Salary:	From £34,000 - £38,000 FTE pro rata
Hours:	0.8 FTE 4 days per week
Term:	Fixed Term until 30 th September 2025
Reports to:	Engagement Director
Place of work:	Home based with weekly visits to VCSE or statutory partner sites for attendance at meetings, training, and networking events, when required

What we do

Cornwall VSF's role is to connect, support and promote the voluntary, community and social enterprise sector in Cornwall and the Isles of Scilly. We have strong productive relationships with a wide range of stakeholders in Cornwall including a range of public sector organisations. We represent the VCSE on all executive Boards ensuring the VCSE voice remains clear and influential. We broker and facilitate VCSE partnership working through our strategic, thematic, and local alliances.

We undertake surveys, consultation events, facilitate issue-based workstreams etc. to raise consciousness of the issues, barriers and constraints facing the VCSE sector. Collectively we can positively affect change and bring about transformation.

We have a wide range of communication channels and styles to suit the needs of a diverse audience. We send regular e-newsletters to members with relevant information and updates for VCSE organisations of every size and interest. We also share news from our members through this vital resource and via our social media outlets. We amplify our members' messages.

We host events and conferences to keep people up to speed on the latest developments they need to know. These include workshops, training, and networking opportunities.

We are a small but tight knit team, that enjoy working together to support our sector.

VSF's Purpose

A connected, supported, and well-promoted VCSE sector that is sustainable, flexible, and resilient. We aim to:

1. Advance the sectors reputation, credibility, capacity. capability and impact.
2. Ensure the VCSE Is an equal partner in the design and delivery of services and support across Cornwall and the Isles of Scilly.
3. Ensure the VCSE has a larger share of Cornwall's public sector resource allocation.
4. Through these, improve the services and support for people and communities in Cornwall.

To effectively engage with a diverse range of VCSE organisations and stakeholders in Cornwall. We will use a wide range of mediums for engagement opportunities. These include meetings, workshops, consultations,

surveys, events, conferences etc. To strengthen our alliance-based model of engagement by expanding existing alliances and creating new ones. To bring the voice of the sector into the new integrated care area forums and community area partnerships. To bring together the VCSE sector around pertinent issues, so they can meet the needs of their beneficiaries and achieve their organisational outcomes. To advocate for the VCSE sector, amplifying its voice, increasing its influence, fostering collaboration and co-producing action.

Key Duties

- Manage and develop a range of thematic and place-based alliances, bringing together VCSE organisations to collaborate on shared community themes and challenges.
- Actively engage with integrated care areas, community area partnerships, and other strategic forums to amplify the voice of the VCSE sector. Ensure this engagement translates into actionable outcomes by integrating their insights into the planning, design, and execution of community-based services. For example, facilitate focus groups or workshops that allow grassroots VCSE feedback to be directly included in policy discussions, ensuring their needs and perspectives are supported.
- Be the first point of contact for fostering collaboration between the VCSE sector and public/private stakeholders, maximizing opportunities to collaborate and achieve shared priorities.
- Build trusted relationships with VCSE organisations and statutory partners, ensuring their representation and involvement in key strategic initiatives.
- Develop and facilitate alliances and working groups, nurturing new alliances as needed to strengthen the VCSE network and support.
- Lead the recruitment and election process for alliance chairs when necessary, ensuring a democratic approach.
- Use various engagement methods; including site visits, workshops, and consultation events. To foster direct communication and build the profile of VCSE organisations.
Support VCSE organisations in understanding and navigating relevant policies, legislation, and best practices, equipping them with evidence-based strategies for effective service delivery.
- Provide timely, practical advice and support to grassroots and established VCSE organisations, enabling them to remain adaptable, agile, and responsive to evolving community needs.
- Facilitate creative discussions, undertake research, and deliver consultation events to promote collaborative problem-solving and community co-design.
- Represent VSF and the VCSE sector at senior leadership and thematic meetings, contributing to policy development and influencing service design and commissioning.
- Identify and communicate funding opportunities, supporting the preparation of collaborative funding applications and strategic initiatives that benefit VCSE organisations.
- Build internal and external connections to facilitate knowledge sharing, best practices, and resource sharing across the VCSE sector.
- Work closely with VSF leadership and the communications team to share intelligence, report activities, and ensure that information is accessible and tailored to the target audience.

- Maintain detailed records and data on sector engagement activities, using CRM tools to support communication and reporting functions.
- Proactively engage with and support BAME, vulnerable, and at-risk communities, ensuring their active involvement in co-designing community interventions.
- Participate in and contribute to collaborative event planning and delivery, including thematic campaign weeks and sector initiatives.
- Commit to ongoing professional development to remain informed of sector trends and research relevant to thematic and place-based work.

Person Specification

- We are particularly interested in individuals working within grassroots advocacy and support-focused VCSE organisations or those engaged in community-based systems and welcome secondment opportunities from all sectors.
- Is educated to degree level or equivalent with excellent literacy and numeracy skills.
- Solution-focused and able to communicate effectively, demonstrating excellent listening, interpersonal skills, and emotional intelligence.
- Excellent at building and maintaining trusted relationships with a wide range of people, organisations, and grassroots communities.
- Demonstrable experience of working with the VCSE sector, building, and sustaining productive partnerships, including with seldom-heard organisations.
- Skilled in producing compelling case studies and collating qualitative and quantitative data to showcase local, thematic, and strategic developments.
- Confident public speaker, facilitator, and presenter, effective in both online and in-person group settings.
- Proven track record of working collaboratively with diverse VCSE stakeholders and partners to achieve shared objectives.
- Adept at influencing, facilitating, and engaging with stakeholders to drive positive outcomes and transformative change.
- Capable of developing and maintaining strategic relationships with public sector commissioners, directors, and VCSE leaders.
- Reflective in practice, applying lessons learned to improve and achieve desired outcomes.
- Skilled in conflict mediation and fostering consensus among stakeholders.
- Understands safeguarding, anti-oppressive practice, equality, and diversity.
- Demonstrated ability to manage and meet stakeholder expectations, even when addressing conflicting priorities.
- Strong communication skills to convey complex information to diverse audiences.
- Possesses in-depth local knowledge of Cornwall and has experience working within the VCSE sector.
- Experience advising organisations on governance and best practices is desirable.
- Experienced in grant administration, distribution, and monitoring, with an understanding of tendering and funding processes.
- Committed to supporting grassroots organisations and amplifying their voices to ensure their needs are represented in decision-making spaces.

Other Requirements

- Possess a clean driving licence.
- Be familiar with all relevant Health and Safety, operational, personnel, customer care, Data Protection, and financial procedures, ensuring that all statutory obligations are complied with, especially in relation to licensing laws and first aid.
- Complete a satisfactory DBS check. (This can be applied for on appointment)
- Any other duties as reasonably required by line management.
- Work occasional evenings and weekends to attend meetings/events

How to Apply

To apply, please submit a CV supported by a covering letter of no more than 3 sides of A4 outlining your motivation for applying and highlighting how your skills, knowledge and experience meet the requirements of the role, as set out in the brief. Please include your referees within this application. We will not approach them without your consent.

Applications should be sent to office@cornwallvsf.org. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic.