

Dear Applicant,

CVS Falkirk – Application for Employment

Post of Volunteering and Participation Development Officer

Thank you for your interest in employment with CVS Falkirk & District.

I am pleased to enclose an application pack for the above vacancy which contains the following documents, please note some documents are linked to the CVS Falkirk & District [website](#):

- [Application Form](#)
- Guidance Notes on completing the Application Form
- Job Description and Person Specification
- [Equal Opportunities Monitoring Form](#)
- [Criminal Convictions Declaration](#)
- Working with Us
- Applicant Privacy Notice
- Recruitment Charter
- [2021-22 Annual Review](#)

Please complete the Application Form, Equal Opportunities Form and Criminal Convictions Declaration as soon as possible and return it to recruitment@cvsfalkirk.org.uk or by post to CVS Falkirk, 7b Callendar Business Park, Falkirk, FK1 1XR by no later than 12 midnight on Sunday 13th August 2023.

Late applications will not be considered. Applications submitted by email will receive an acknowledgement email.

You must complete all sections of the application form; please note we DO NOT accept CVs. Interviews are proposed to take place on Monday 21st August 2023.

I hope that the information supplied is of help to you. If you have any queries, please do not hesitate to email recruitment@cvsfalkirk.org.uk

Thank you for showing an interest in CVS Falkirk & District. We look forward to receiving your completed application.

Kind regards

Volunteering and Participation Development Officer

Important Information

POSITION:	Volunteering and Participation Development Officer
SALARY:	£27,000 (plus 6% pension contribution)
HOURS:	35 hours, (Monday to Friday 9am to 5pm; some evenings and weekends)
DURATION:	Fixed contract until 31 March 2025
LOCATION:	Falkirk, with flexibility to be based in local communities
REPORTS TO:	Deputy CEO

Main Purpose of Post

Working across the Falkirk and District area and more specifically within two identified communities, seeking to increase community participation and volunteering through community engagement, active citizenship, capacity building support, and the development of supportive infrastructures to enable and coordinate community led activities and engagement.

To support and develop volunteering throughout Falkirk and District: supporting people to become volunteers while supporting groups and organisations to develop inclusive and meaningful opportunities and placements. Encourage recognition of the value of volunteering within the third sector and with local and national strategic partners.

Main Areas of Responsibility

Community Engagement and Participation

- Develop pathways for people to participate and contribute to community activities.
- Develop pathways to support and contribute to community engagement events.
- Encourage community groups to develop collaborative and partnership working.
- Seek opportunities to encourage active citizenship within local communities.
- Support local volunteering involving organisations to create meaningful and inclusive volunteering opportunities for local people to get involved.
- Provide additional support to people as they overcome barriers and disadvantage to volunteer to achieve their individual goals.
- Attend relevant partnership meetings to encourage and develop community connections.

Developing and Supporting Volunteering

- Promote and create enabling environments to support local contribution to achieving Scotland's Volunteering Action Plan.
- Actively promote and publicise the benefits of volunteering to stakeholders, client groups and referring agencies developing pathways to volunteering.
- Work with organisations, projects, community groups and other statutory and third sector bodies to enhance their capacity to recruit, manage and retain volunteers.
- Encourage and support volunteering involving organisations to work toward and achieve the Volunteer Friendly Award.
- Encourage communities to celebrate volunteering through the annual Volunteers Week.
- Promote and encourage involvement with the Saltire Awards.
- Promote and develop best practice models for volunteering involving organisations covering all aspect of volunteer involvement and volunteer management.
- Actively identify new volunteering opportunities in Falkirk and District and work collaboratively with partner agencies to develop such opportunities.
- Maintain up to date and accurate records of local volunteering opportunities and ensure this information can be accessed in various formats including our websites.

General Duties

The organisation reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business. There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties. All employees are expected to be professional in the discharge of their responsibilities and particularly:

- Manage a personal workplan and prepare progress reports directed by the Line Manager.
- Regularly update operational systems in relation to all relevant work activity.
- Prepare regular information updates for publication on website and through ebulletin.
- As a team member, collaborate and work together on tasks/projects as demand dictates.
- As ambassador for CVS Falkirk, promote the vision and values of the organisation.
- Promote membership of CVS Falkirk.
- Contribute fully to the smooth running and professional operation of CVS Falkirk.
- Handle sensitive/confidential matters in a professional manner, internally and externally.
- Compliance with all organisational policies, and all legal obligations, relating to duties.
- Any other duties as from time to time advised by the Management Team.
- Maintain a best value culture and support the organisation's vision and values.

Person Specification

Technical knowledge and expertise	Essential or Desirable
Knowledge of the third sector, the challenges and issues affecting the sector	E
Experience and understanding of volunteering, locally and nationally	E
Understanding of the principles and practice of research and policy development	E
Experience and understanding of safeguarding within volunteering	E
Experience of developing and delivering learning and training sessions	E
Experience of creating communications solutions and activity	E
Confident in using MS Office packages such as Outlook, Word, Teams, PowerPoint	E
Driving Licence and access to a car	E
Effective Interpersonal Style	
Personal commitment to organisational excellence – displaying honesty, integrity and a strong sense of ethics in all decision and actions	E
Value diversity and promote equality of opportunities for staff and volunteers	E
Positive working relationships with colleagues, stakeholders and strategic partners	E
Excellent verbal and written communication skills and an ability to act as a strong, effective ambassador for CVS Falkirk & District and the wider third sector	E
Understanding of the third sector and the environment within which it operates	
Demonstrable expertise in community engagement, ideally in the context of third sector/communities and strategic partners	E
Demonstrable expertise in building rapport and working with people from a wide range of backgrounds and communities	E
Demonstrable expertise of providing information and guidance to external organisations	E
Invests time in reading and seeking out knowledge, to assimilate and identify trends, enabling advantage to be taken of appropriate opportunities	E
Knowledge of the Falkirk & District area	D

Guidance Notes for Completing the CVS Falkirk Application for Employment Form



Please read these notes before completing the application form.

General Information

These guidance notes are intended to help you in promoting your skills and experience, which help us appoint the best candidate for the job.

You can complete the form electronically submitting by email to: recruitment@cvsfalkirk.org.uk or if you wish, completing a hard copy application form in which we ask that you complete it in black ink using BLOCK CAPITALS.

Please note that the boxes on our application form will expand as you type; however, if you are completing a hard copy application, please continue on a separate sheet of paper, which should be included when sending your application.

Sections A – C and G (first, second and last pages) will be detached from the rest of the application and that information will not be available to the shortlisting panel.

Specific Sections

Section A: Contact Details

Please only include details you are happy for us to use in contacting you.

Section B: Health and Equalities

As noted on the application form, we are committed to creating a diverse and inclusive environment. We welcome applications from all suitable candidates regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

The questions in this section are about supporting you as much as we can as an organisation; while you should feel free to tell us anything you believe is relevant to the role you are applying for, please only do so if you are comfortable for us to know this information.

Section C: Data Protection and Storage of Sensitive Information

This section details how we will store the information you include on your application, and how long for. We then ask for your signature to ensure you are happy with this arrangement.

Section D: Education and Training

Any essential or desirable qualifications or experience will be listed in the Job Description and Person Specification. If you do not fully meet the qualification requirements, but have substantial experience, your application may still be considered. However, in your Supporting Statement (Section F) you must include how your experiences match these qualifications.

In this section, you should also include information on any relevant courses or training you have attended, either through your work, personal life, or education.

Section E: Employment Record

The application form asks for details of the roles you have held, both paid employment and voluntary roles, starting with the most recent (where applicable).

Please account for any breaks in your employment history and include relevant skills you have developed through your work, volunteering or even other areas of your personal life (such as bringing up a family or caring responsibilities; these can also be included in Section F), especially where these experiences have helped you develop skills and abilities listed in the role descriptor.

Section F: Supporting Statement

This section is your opportunity to tell us more about yourself and why you are suitable for the position you are applying for, using the person specification and job description for reference.

When completing this statement, you should refer – where relevant – to the role descriptor. Please include specific examples of how your experiences relate to the role – tell us what you did, rather than the team or organisation you were part of, and give examples which demonstrate a particular skill or quality.

If there is any information you believe to be relevant to your application, but which hasn't been covered by Sections A - E, please make sure to include it in your Supporting Statement.

Section G: References and Declaration

You are asked to supply contact details of people you have worked with; one of these should be your current line manager or employer. If you are self-employed, or unemployed, your last employer should be named.

If you have unpaid experience, or experience gained through a volunteering role, you could include the Chairperson of the organisation or group you volunteered with, or someone who supported you in your role, such as the Volunteer Co-ordinator or Project Manager. Teachers and lecturers can also be included as references, if you have recently left school or further education.

If you can only provide the details of personal references (ie. friends and family), this does not bar you from working with us; please continue with your application, and make sure you include the reason why you will be using personal references in your answers.

Returning Your Application

Once the form is completed, please keep a copy for yourself, to refer back during your interview.

The form requires to be submitted before the deadline listed on the advert, by email: recruitment@cvsfalkirk.org.uk

If you have any difficulties with this application form, or would like to request any other format, please contact CVS Falkirk & District by email: recruitment@cvsfalkirk.org.uk

Thank you for your interest in joining our team at CVS Falkirk & District, and we look forward to reviewing your application.

CVS Falkirk & District Applicant Privacy Notice



Please read this note before completing the application form.

At CVS Falkirk & District, we are committed to maintaining an open and transparent approach throughout our entire organisation, including in our recruitment processes, and the protection of personal or sensitive information.

As a candidate making an application for employment, you are providing consent for CVS Falkirk & District to retain your personal information within their system for the purposes of the recruitment programme for the Volunteering and Participation Development Officer vacancy.

We will use the personal information you have provided to:

- Assess your skills, qualifications, and suitability for the role applied for
- Carry out background and reference checks, where applicable
- Communicate with you about the recruitment process
- Keep records related to the recruitment process
- Comply with legal or regulatory requirements

The personal information submitted by applicants throughout the recruitment process will be handled and stored for the purpose of assessing their application and interview performance. It will be treated in confidence and will not be disclosed to any third parties, except where permitted by law, or where consent has been given.

You have the right to request information about how your personal data is processed and to request a copy of that personal data. You have the right to request that any inaccuracies in your personal data are rectified without delay and you can edit your contact details at any time. You can do this by contacting CVS Falkirk & District by email: recruitment@cvsfalkirk.org.uk

We will retain your information for one year in accordance with the Data Protection Act (1998), the General Data Protection Regulation (GDPR) (2018), and any subsequent or relevant legislation, unless you instruct us otherwise.

If you have any questions about how we handle your data, please do not hesitate to contact us by email: recruitment@cvsfalkirk.org.uk

CVS Falkirk & District Recruitment Charter



Please read this note before completing the application form.

CVS Falkirk & District is committed to achieving high standards of quality, equality and equity in our recruitment, to ensuring that our appointments are made solely on the basis of merit, and that everyone is treated fairly, regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

As part of this, we promise that:

- The recruitment programme will be conducted in a professional manner, and we will provide you with sufficient information to help you make an informed decision about the position you are applying for.
- You will be treated in a polite, friendly and helpful manner at all times.
- The information you provide will be treated in confidence, and with discretion.
- Receipt of applications will be acknowledged in return.

Invitation to Interview:

- Successful Candidates
 - We will advise within four weeks of the closing date if you are invited to interview.
 - We will give at least one week's notice in advance of the interview, and ask that you confirm your attendance, decline, or request another time or date, as soon as possible.
 - If you are unable to attend an interview on the date or time we have proposed, please let us know, and we will aim to make alternative arrangements where we can.
- Unsuccessful Candidates:
 - If you are unsuccessful in your application, we will advise you as soon as possible. This will normally be via written confirmation within four weeks of the closing date.

Offer of Employment:

- Successful Candidates
 - If you have been successful, we will notify you as soon as possible with written confirmation within one week of the conclusion of the interview process.
- Unsuccessful Candidates:
 - If you have been unsuccessful at interview, we will normally advise you in writing, or by phone, within one week of the conclusion of the interview process.
 - On your request, we will aim to provide constructive feedback of your interview.

If you are unhappy with any part of the recruitment and selection processes, you can contact us by email: recruitment@cvsfalkirk.org.uk, we will aim to respond as soon as possible.

If you are still dissatisfied after speaking with us, you can make a formal complaint via our [Complaints Policy & Procedure](#).

We welcome any feedback you would like to share with us on the recruitment process and your experiences with us during this time – please contact us at the email address above with any comments you would like to share, or ways we can improve.

CVS Falkirk & District Working with Us Benefits



Working with CVS Falkirk & District

CVS Falkirk & District is a people-led organisation, and we aim to attract and retain community focused, fun, inspiring and passionate people to work with us to achieve our vision and strategy.

Our people are the beating heart of our organisation, and we strive to look after each other with care and compassion. We are always looking to enhance our employee benefits and we are proud to make great progress to introducing new ones.

Salary and Financial Benefits

- CVS Falkirk & District is an accredited Living Wage Employer
- Competitive employee salaries which are benchmarked against the Scottish Charity Sector
- Pension - 6% employer pension contribution with a flexible employee contribution

Leave

The post holder is entitled to 30 days annual leave with pay, and an additional 7 days for public holidays. The Board of Directors grant an additional 3 days leave between Christmas and New Year.

Employees are supported through the flexi-leave approach to be able to attend important family events which fall during an employee's working week.

Employees are granted two days each year to volunteer within the communities of Falkirk and District, with examples of a team volunteering day with the Schools Athletics Day.

Flexible Working

Along with our Flexible Working Policy, our team are able to work remotely (where appropriate to their role) perhaps in the community or from home for part of their working week. We provide mobile technology to support this flexible approach to working environments.

We operate a 'flexi system' whereby employees can take a flexible approach to their working day where they may start or finish later on in the day and committing to core operating hours.

Employees may submit flexible working requests for example a change to their working pattern which will be considered fairly and equitably while maintaining all statutory rights.

Professional Development

CVS Falkirk & District is committed to developing and enhance our people across the organisation:

- We offer continuous professional development and training opportunities (relevant to role). Live examples are sector recognised qualifications such as CIPD.
- Hosting regular Lunch & Learn/ Tea and Talk sessions where external speakers are invited to present on a range of topics, which may be of interest professionally or personally.
- A commitment to recognise the talent and development of staff internally through promotion and succession planning.
- Bi-monthly support and supervisions sessions with Line Manager

Health and Wellbeing

The health and wellbeing of our employees is of utmost importance. Our Healthy Working Lives initiative is employee-led, and we have a small working group who are supported to take the lead and implement new ideas and initiatives. The team take part in health and wellbeing activities and outings throughout the year, for example recent activities include a walk through Callendar Park, Healthy Breakfast, and celebrating Fair Trade.

We provide refreshments, fresh fruit, breakfast and snack provisions for staff and volunteers. We also provide a quiet space for prayers, nursing mothers and medication.

All employees are automatically enrolled with an external health and wellbeing subscription where you can access health and wellbeing resources, reclaim the cost of dental/optical treatments as well as retail benefits and discounts.