

VCSE Development Advisor (Salisbury)

Job Title	VCSE Development Advisor
Employer	Wessex Community Action (WXCA)
Location	Place based in Salisbury, with a focus on Bemerton, the Friary and minoritised communities
Hours	15 hours per week (2 days), worked flexibly with some Mondays worked in our Salisbury office.
Contract	Fixed-term, 12 months
Salary	£28,000 FTE pro rata

Purpose of the Role

This is a place-based role focused on supporting communities in Salisbury, particularly in Bemerton, the Friary and minoritised communities. The role helps strengthen local community infrastructure through outreach, capacity building and partnership working.

You'll connect with residents, community groups and local organisations, helping them build confidence, skills and resilience while developing stronger connections across the community.

Key Responsibilities

Outreach and Community Engagement

- Undertake proactive outreach within priority communities.
- Build trust and relationships with residents and local groups.
- Provide advice, information and signposting.
- Engage approximately 200 community contacts during the project.
- Ensure engagement is inclusive, accessible and culturally sensitive.

Community Asset Mapping

- Conduct a comprehensive mapping exercise across Bemerton, the Friary and minoritised communities.

- Identify community groups, informal networks, key individuals, venues and partnership structures.
- Analyse development needs and gaps in provision.
- Produce an accessible community asset mapping report.
- Build relationships with residents, grassroots groups and community leaders.

Capacity Building and One-to-One Support

- Provide tailored support to small and emerging community groups and individuals developing community projects.
- Support groups with governance, organisational structures and business planning.
- Assist with volunteer recruitment and management.
- Help organisations become funding-ready.
- Support groups to develop the confidence, skills and systems needed to operate sustainably.
- Maintain accurate records of engagement and outcomes.

Training, Workshops and Events

- Deliver workshops alongside Wessex Community Action colleagues.
- Facilitate sessions on:
 - Establishing a community group
 - Governance
 - Volunteer recruitment and management
 - Funding readiness
- Promote workshops and encourage participation.
- Support the planning, delivery and evaluation of events and training.

Network Development and Partnership Working

- Connect community groups with local networks and support opportunities.

- Encourage collaboration and shared learning.
- Support involvement in wider initiatives, including Salisbury 800.
- Represent the project at meetings, forums and community events.
- Share learning and insights with Salisbury City Council and other partners.

Monitoring, Evaluation and Reporting

- Track outputs and outcomes against project objectives.
- Contribute to project evaluation and reporting.
- Maintain accurate CRM and project records.
- Provide regular progress reports to Wessex Community Action management.

What we offer

- A rewarding role where you can make a real difference in local communities
- Flexible and supportive working arrangements
- The opportunity to work alongside inspiring community organisations, volunteers and local leaders
- A friendly, values-driven team committed to strengthening communities
- 25 days annual leave plus bank holidays (pro rata)
- Additional leave between Christmas and New Year (subject to organisational arrangements)
- Contributory pension scheme
- Health plan
- Annual volunteering day
- Training and professional development opportunities
- Dedicated external training budget

This role is subject right to work in the UK and a satisfactory DBS check. Having a criminal record will not necessarily prevent you from being appointed. We welcome open conversations with applicants about individual circumstances.

Person Specification

Criteria	Essential	Desirable
Experience of community development, grassroots organising or supporting voluntary and community groups		✓
Experience of one-to-one support and capacity building		✓
Experience of supporting groups with governance and organisational development		✓
Experience of helping organisations become funding-ready or access grant funding		✓
Experience of delivering workshops, training or group facilitation		✓
Experience of partnership working with public, voluntary or community sector organisations		✓
Ability to build trust with diverse and underrepresented communities	✓	
Excellent communication and interpersonal skills	✓	
Ability to facilitate groups, meetings and workshops	✓	
Strong organisational and workload management skills	✓	
Ability to collect, analyse and present information clearly	✓	
Understanding of asset-based and strengths-based community development approaches		✓
Knowledge of Salisbury communities, particularly Bemerton, the Friary and minoritised communities	✓	
Experience of monitoring and evaluating community projects		✓

Commitment to equality, diversity and inclusion	✓	
Ability to work independently and proactively	✓	
Commitment to reducing inequalities and strengthening community resilience.	✓	
Commitment to the values and mission of Wessex Community Action.	✓	
Ability to work flexibly across community settings.	✓	
Ability to travel independently around Salisbury and surrounding areas.	✓	
Experience using CRM systems and project monitoring tools.		✓