

## Job Description

**Post:** Voice and Information Officer

**Salary Scale:** £24,633 - £27,884 (plus 3% pension contribution) for 35 hours per week

### Purpose and scope of the job

Greenwich Action for Voluntary Service (GAVS) exists to provide a strategic leadership role in representing and building the capacity of the voluntary, community and faith sector in the London Borough of Greenwich

The post has two main roles:-

- To facilitate representation of Civil Society Organisation (CSO) Representatives and improve communication between the CSOs and key partners (including the Council, the NHS and the Metropolitan Police) to improve partnership working
- To support GAVS' information and communication work so that the voluntary sector and key partners are kept informed of key issues affecting the sector

GAVS operates a formal six month probationary period, subject to review.

### Position in organisation

**Responsible to:** Chief Executive

**Liaison with:** Other GAVS staff trustees and volunteers; staff and trustees of Civil Society Organisations operating in Greenwich; key partners such as Greenwich Council, NHS Greenwich, funders, regional/national sector organisations.

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## Key duties and responsibilities

- Development, monitoring and implementation of GAVS' ongoing Representation action plan alongside the Chief Executive and GAVS' Development Officers
- Identification of and support to local CSO representatives and potential representatives so that they have the skills to effectively represent the sector to key partners, through one to one support and training
- Building and maintaining effective professional relationships with key staff and elected members in statutory agencies along with Chief Officers, staff and trustees of CSOs
- Keeping informed of developments and information relevant to the post
- Representing GAVS and the sector in formal and informal meetings
- Providing information and briefings on key issues and developments for CSOs
- Advising on and facilitating arrangements that enable civil society organisations to be effectively involved in the development of key plans and strategies in the borough
- Supporting trustees, the Chief Executive, individuals and groups in representing the views of the sector to key partners
- Overseeing, maintaining and monitoring GAVS' communication and information processes and protocols including GAVS' websites, targeted emails, twitter and facebook
- Costing and overseeing the production and effective distribution of GAVS' communications, including copy writing, news releases, liaising with creative teams and printers
- Supporting the Chief Executive in updating annually GAVS' marketing strategy
- Delivering or facilitating presentations, workshops or training Report writing, data entry, collection and analysis and budget management, as required
- Overseeing/managing volunteers as necessary
- Undertaking continuous professional development and training as required
- undertake work in a manner which shows understanding of customer care principles and assist the team in promoting an equalities framework throughout the organisation

Such other duties as are necessary to fulfil the objectives of the post

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