

## **Connected Voice**

### **Our purpose**

We exist to serve voluntary and community organisations in Newcastle and Gateshead and beyond. We work to support the enduring mission of those organisations to benefit society, by reducing inequality and enriching lives.

### **Our Vision**

Newcastle and Gateshead have a thriving voluntary and community sector that is well supported, well-connected, and has the ability to achieve its goals.

### **Our New Strategy: Connecting People, Supporting Action**

Our [strategy](#) sets out a bold vision for the next five years; one that empowers people, strengthens partnerships, and drives meaningful change across our communities.

### **Join our team!**

Connected Voice is committed to providing equal opportunities for all. We wish to increase the diversity of our staff and welcome applicants from all sections of the community, particularly from people with disabilities, LGBTQ+ people, and those from ethnically diverse backgrounds.

Connected Voice is looking for a Partnership Officer who shares our commitment to equality and social justice. You will be a key member of our Support and Development team, strengthening representation, voice, and influence for Gateshead's VCSE sector.

In 2024/25, our Support and Development team supported 544 organisations with funding, governance, policies and procedures, and organisational development. We helped organisations to secure over £2 million of grant funding. We delivered 19 training courses on subjects including: Funding Strategy, Effective Bid-Writing, Monitoring and Evaluation, and Trustees Roles and Responsibilities. Grew OurGateshead page views by 56%.

This is an excellent opportunity for you to make a difference to our local VCSE sector. You will also build your skills, experience and networks.

### **Other Connected Voice services:**

**Advocacy** supporting people in vulnerable circumstances to be aware of their rights and available choices; make informed decisions; have their voice heard; participate fully in decisions; and gain the skills to self-advocate where appropriate.

**Volunteering** supporting employee volunteering opportunities through Sector Connector in Newcastle; working strategically with VCSE organisations in the city to share the voice of volunteers and volunteer-involving organisations with decision makers; running Gateshead Volunteer Centre.

**Business Services** providing financial services for the VCSE sector, including financial management, bookkeeping, and charity independent examinations.

**Haref** working to identify health issues that affect ethnically marginalised communities. Amplifying voices within those communities and working to reduce health inequalities linked to ethnicity and culture.

**Health Equity** connecting charities and community organisations to health services to improve knowledge and partnerships, digital inclusion, mental health support, and social prescribing.

**VCSE Alliance** supporting the development of the VCSE sector by making commissioning more accessible for smaller grassroots organisations. The partnership consists of over 150 organisations from Newcastle and Gateshead.

### **The benefits of working at Connected Voice:**

[Our values](#) are intrinsic to the way work. We're continually striving to be an [outstanding](#) and [inclusive](#) employer. This means when you join our team you can expect:

- 29 days per annum, bank holidays plus 3 days between Christmas and New Year (pro rata for part time)
- Pension scheme – up to 5% employer contribution
- BUPA cash health plan
- Enhanced sickness benefit scheme depending on length of service
- Flexible and hybrid working
- Office base in a modern, environmentally friendly building
- Life insurance – two times salary cover
- Flexitime system
- Credit Union savings scheme
- Bike to Work scheme
- Corporate metro pass scheme
- 2 volunteering days per annum pro rata for part time

## **Connected Voice accreditation/ awards:**

We're dedicated to continuously enhancing our work environment for our staff and the quality of services we provide, as evidenced by the awards we have received:

- Investors in People
- Real Living Wage Employer
- We Shine Advanced
- Time to Change – Mental Health
- Better Health at Work – Gold Level
- Investors in the Environment – Green (Gold) Level
- Local Infrastructure Quality Accreditation
- Volunteer Centre Quality Accreditation
- Advocacy Quality Performance Mark (QPM) 2025
- Cyber Essentials Accreditation
- Disability Confident

## Job Description:

<b>Job title:</b>	Partnership Officer (Gateshead)
<b>Salary:</b>	The full-time salary is £28,366 to £31,518
<b>Hours:</b>	30 hours per week. We have flexible working
<b>Contract type:</b>	Permanent
<b>Reports to:</b>	Support and Development Manager
<b>Office base:</b>	Connected Voice, One Strawberry Lane, Newcastle upon Tyne, NE1 4BX  We have hybrid working. In this role, we ask that you spend a minimum of three days per week working in the community and/or office
<b>Last reviewed:</b>	May 2026

### 1. Job purpose

- Support Gateshead's VCSE sector to work together, creating opportunities for organisations to come together, collaborate and develop new partnerships.
- Strengthen representation, voice and influence across Gateshead's VCSE sector, increasing participation from smaller organisations and marginalised communities within our networks, to ensure their experiences and priorities shape local decision-making.
- Develop and facilitate peer support networks, ensuring the VCSE sector has opportunities to connect with peers and get the support they need.
- Support effective communication between the VCSE sector and local authority and NHS strategic boards, enhancing our representation and voice capacity.
- Collect and analyse sector insights/intelligence to demonstrate the sector's collective impact and advocate for increased investment.

## 2. Key responsibilities

- Identify gaps in representation/support and create opportunities for VCSE organisations to connect, collaborate, and influence; developing, coordinating, and facilitating peer support networks.
- Act as a point of contact for VCSE organisations seeking to engage with local public sector systems and structures, and build strong, trusted relationships with organisations, community groups, and statutory partners.
- Increase participation from smaller VCSE organisations and marginalised communities in local decision-making, and ensure their voices are heard.
- Identify and remove barriers to participation, ensuring engagement activity is inclusive, equitable, and reflective of Gateshead's communities.
- Support VCSE attendance at strategic boards, meetings and subgroups by gathering insight, preparing briefings, and ensuring regular feedback to the wider VCSE sector.
- Work with colleagues to identify trends, challenges, and opportunities affecting the local VCSE sector.
- Capture and share key themes, issues, and opportunities emerging from our networks.
- Translate data/insights into accessible messages, briefings, and advocacy materials.
- Maintain and update our representation and voice webpage, as well as the VCSE Sector Snapshot, ensuring all content is accurate, engaging, and up to date.
- Ensure feedback from key meetings is included in our regular communications - highlighting opportunities, updates, and sector insights.
- Ensure VCSE sector receives clear, timely feedback on the impact of our representational work.

- Work with colleagues to use data and intelligence to strengthen the case for investment in the sector.

### **3. General requirements**

- Contribute to developing Connected Voice and all its services
- Attend staff meetings, team meetings, supervision, annual appraisal and other meetings as required
- Produce regular monitoring and evaluation reports
- Maintain up to date knowledge and skills required to fulfil the duties of the post
- Work within our Connected Voice values and policies and procedures
- Ensure equity, diversity, inclusion is upheld in our work
- Service own administrative needs and be responsible for organising and prioritising own workload
- Carry out occasional other duties as agreed in line with the aims of Connected Voice

### **4. Person specification**

#### **Essential requirements necessary for the role to be evidenced on the application form and at the interview:**

- Experience of working in the VCSE sector or in a role involving community engagement, partnership working, or network development.
- Strong understanding of the VCSE sector and the challenges and opportunities facing smaller organisations and marginalised communities.
- Experience of developing and facilitating meetings, networks or groups, ideally with diverse of marginalised communities using inclusive practices
- Experience working across boundaries, in a partnership environment with public, private and VCSE sector organisations
- Experience of building relationships with people from a wide range of backgrounds and positions
- Experience of representing sector views and amplifying voices to influence decision making

- Experience producing clear, accessible written communications (e.g. newsletters, briefings, web content)

#### **Personal attributes and values to be demonstrated at the interview:**

- Commitment to the purpose, values and aims of Connected Voice
- Commitment to detail, ensuring work is understandable, accurate, and concise
- Commitment to equity, diversity and inclusion
- Enthusiasm, energy, and resilience to work in a fast-paced environment managing multiple and competing demands
- Commitment to working within professional boundaries
- Willing to work in co-operation with team members across service areas
- Commitment to good organisational and time management
- Willing to work flexibly and creatively within their role
- Commitment to continuous professional development

#### **5. Equality and Diversity**

Connected Voice is committed to promoting equality and diversity and will take steps to challenge discrimination, harassment and victimisation in everything we do.

No organisation or individual to whom we provide services will be disrespectfully treated or discriminated against by us on any condition or requirement that cannot be shown to be justified including but not limited to the nine protected characteristics defined in the Equality Act 2010.

#### **6. General Data Protection Regulation (GDPR)**

Connected Voice has included with the application pack the Employee Data Protection and Privacy Policy which sets out information in relation to the processing of employee and recruitment data.

The information you provide on the application form is strictly confidential. It will only be seen by the interview panel and recruitment administrator. However, if you are offered employment with us, it will be placed in your personnel file to which only the Chief Executive, Office Manager, Chair and Vice Chair will have access. If appointed the application form will be kept for the duration of your employment and for nine months afterwards. If you are unsuccessful in your application for employment, your application form will be held for six months following your interview in the event there are any queries and will then be shredded.

As part of our assessment, we may have to carry out checks to verify the information provided by you. We may obtain information about you from third parties (including referees) and disclose your personal data to certain third parties such as law enforcement bodies for this purpose.

## 7. Terms and Conditions

<b>Holidays:</b>	29 days per annum, bank holidays plus 3 days between Christmas and New Year (pro rata for part time)
<b>Pension:</b>	Scottish Widows pension scheme – up to 5% employer and employee contribution
<b>Probation:</b>	5 months
<b>Notice</b>	A minimum notice period of 2 months on either side is required

## 8. Changes to job descriptions

All jobs are subject to change from time to time and this job description will be reviewed regularly.

The job description is a guide to the work required to be undertaken and represents a range of responsibilities in line with the grade for the post.

## 9. Advice to candidates

Before completing the application form, carefully read through the Job Description and Person Specification. Bear in mind the requirements of the job and use the form to explain how you meet the criteria. You **should not enclose a CV** as this will not be considered. If you have not heard from us, please assume that your application has been unsuccessful.

Please return your application by 12 noon on Monday, 15 June 2026. We will hold in person interviews on Monday, 22 June. All forms should be returned to Judith Temple at [judith.temple@connectedvoice.org.uk](mailto:judith.temple@connectedvoice.org.uk)