

Connected Voice

At Connected Voice we're passionate about improving the quality of life across our local communities and working towards a fairer future for all. We've been supporting people and organisations in the North East for over 90 years.

Today, our award-winning services mainly cover Newcastle and Gateshead:

- We provide free advice and support to people and organisations to help them make a positive difference, as well as ethical accountancy that directly funds our charitable work.
- We campaign for health equality and represent our charity, social enterprise and voluntary community nationally, regionally and locally.
- We connect people through events and networks, and give people the skills they need to advocate for themselves or turn their ideas into a successful project.
- We work effectively and accountably to inspire positive and lasting change throughout our community.

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 and those from ethnically diverse backgrounds.

Watch a short interview with Marie Wisson, Gateshead Volunteering Development Coordinator, about what it's like being new to the team and in a brand new role at Connected Voice: [Interview with Marie Wisson](#)

Our **Volunteering** service currently comprises two projects. Firstly, **Gateshead Volunteer Centre** is for Gateshead residents and provides opportunities for them to find purpose, build their skills and confidence, and increase their health and wellbeing. The Volunteer Centre operates across multiple VCSE organisations in Gateshead to support people with additional needs into volunteering. At the heart of the Volunteer Centre is the [OurGateshead](#) community website. The website allows residents to search for volunteering opportunities and organisations to list their

volunteering opportunities. From the start of the Volunteer Centre in April 2022, it has supported over 300 people into volunteering opportunities.

Secondly, **Sector Connector**, helps businesses operating in Newcastle and Gateshead to make a difference to their local communities by connecting them to VCSE organisations that need help through skilled volunteering. Connections are made in person or through remote volunteering. Some businesses provide skills workshops for VCSE organisations. Sector Connector supports VCSE organisations in areas including: HR, Digital, Health and Safety, GDPR/Data Protection, Marketing and Branding. From the start of Sector Connector in April 2022, it has set up skilled volunteering with over 30 businesses across Newcastle and Gateshead. Sector Connector is part of the North of Tyne Volunteering project, which aims to establish the North of Tyne as an “area of excellence” for supporting formal and informal volunteering. Project partners are VODA North Tyneside, Northumberland CVA and Volunteer Centre Newcastle.

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 flexible working, generous annual leave, a Scottish Widows pension scheme, enhanced sickness benefit, life insurance, a Cash Health Plan, Bike to Work scheme and Corporate Metro Pass scheme (See below for details). At Connected Voice we promote and celebrate diversity. A friendly and supportive workplace, we’re proud of the difference we make through our work.

Job Description:

Job title:	Sector Connector Coordinator
Salary:	The full time salary is currently £28,583
Hours:	30 hours per week. There is a flexitime system
Contract type:	Permanent
Reports to:	Deputy Chief Executive
Office base:	One Strawberry Lane, Newcastle upon Tyne, NE1 4BX You will often be working out with businesses and VCSE organisations
Last reviewed:	July 2023

1. Main duties

- 1.1 To work with partners on increasing support for VCSE organisations by developing and creating a strong employee-volunteering space, through the Sector Connector project, enabling private sector organisations to support their local communities.
- 1.2 To build positive working relationships with businesses and VCSE organisations, in order to broker employee-volunteering opportunities from businesses to support VCSE organisations.
- 1.3 To establish and coordinate workshops, training and events delivered by businesses to support VCSE organisations.
- 1.4 To support organisations to develop new opportunities to meet the changing needs of volunteering.

- 1.5 To promote volunteering at all levels, encouraging people to be involved at a local level, developing a strong system of support and collaboration.
- 1.6 To develop innovative systems with partners and others, to support the effective recruitment and co-ordination of volunteers at scale.
- 1.7 To maintain accurate records of volunteering activity, for monitoring and evaluation purposes.
- 1.8 To work closely with Newcastle Volunteer Centre in their role as volunteering brokers.
- 1.9 To keep informed of local, regional and national policy issues that impact on volunteering and responding accordingly.
- 1.10 To work with others across the region, to share good practice and explore further partnership working.

2. Other requirements

- 2.1 To have access to regular transport and the ability to fulfil the travel requirements of the post.
- 2.2 To contribute to developing Connected Voice and all of its services.
- 2.3 To attend staff meetings, team meetings, supervision, annual appraisal and other meetings as required.
- 2.4 To maintain up to date knowledge and skills required to fulfil the duties of the post including taking part in training, information briefings and reading.
- 2.5 To work within Connected Voice values, policies and procedures.
- 2.6 To deliver services in ways that ensure Connected Voice maintains quality standards.
- 2.7 To service own administrative needs and be responsible for organising and prioritising own workload.

3. Attitude	<ul style="list-style-type: none"> • Commitment to principles and practices of equal opportunities • Commitment to the principles surrounding volunteering • Commitment to a can do attitude 	X X X	

Equity Diversity and Inclusion

Connected Voice is committed to promoting equity diversity and inclusion 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.

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.

Terms and Conditions

Holidays:	29 days per annum, bank holidays plus 3 days between Christmas and New Year (pro rata for part time hours)
Pension:	Scottish Widows pension scheme – up to 5% employer and employee contribution
Probation:	There is a probationary period of 6 months
Notice:	A minimum notice period of four weeks on either side is required
Benefits:	<ul style="list-style-type: none"> • BUPA cash health plan – paid for by employer • Enhanced sickness benefit scheme depending on length of service • Life insurance – two times salary cover • Flexitime system in operation • Credit Union savings scheme – save directly from salary • Bike to Work scheme • Corporate metro pass scheme • Long service awards
Connected Voice awards:	<ul style="list-style-type: none"> • Investors in People • Good Employer Award • Real Life Living Wage Employer • Time to Change – Mental Health • Better Health at Work – Gold Level

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| | <ul style="list-style-type: none">• Disability Confident |
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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.

Returning your application form

Before completing the application form carefully read the Job Description and Person Specification. Bear in mind the requirements of the job and use the form to explain how you satisfy the various criteria. You **should not enclose a CV** as this will not be considered by the interviewing panel, but you may include additional sheets where there is insufficient room on the application form.

Please return your application form by 12 noon on Wednesday 6th September. Interviews will be held at One Strawberry Lane on **Tuesday 12th September.** All forms should be returned to:
Giovanni.Spatuzzi@connectedvoice.org.uk