high trees

Job Pack

VCS CAPACITY BUILDING MANAGER

Welcome to High Trees!

High Trees is a community development trust based in Lambeth, serving individuals and communities in the borough for over 28 years. Our work aims to make life better for individuals and communities who use our services, helping people make meaningful changes that allow them to live happier, healthier, and more connected lives.

We offer a range of targeted and local support which responds to the needs of our communities.

Our 5 cornerstone support areas provide integrated services in:

- **Adult Learning, Skills and Employment:** Bringing together our community education and employment support, we deliver a joined-up offer that helps local people build skills, confidence and pathways into work. This includes ESOL, functional skills, ICT and vocational courses, alongside bespoke one-to-one employment support with experienced advisors who are experts in helping those with multiple barriers find work.

- **Community Action:** We work with local people and organisations to build capacity, take action and create stronger voices through a range of social action projects and support and training for local groups and organisations. A key focus is ensuring meaningful community action offer is delivered within our immediate locality as well as through our partnerships.

- **Community Research & Impact:** Focusing on our partnerships, community-based research and sector capacity building support, our Community Research & Impact team work across all services, teams and wider Lambeth to develop collaborative working practices and strengthen the sector.

- **Children, Young People & Families:** Offering a range of after school and holiday programmes from Tulse Hill Adventure Playground with a focus on play, study and social action to ensure all young people have the chance to enjoy their childhoods and thrive.

- **Health and Wellbeing:** We support residents and local organisations to improve health and wellbeing outcomes, taking a place-based approach to neighbourhood health and working with partners to ensure our communities have a strong voice in shaping local health and care services.

High Trees strives to ensure our services remain firmly rooted in the local community, responsive to and driven by local need and always delivered in the spirit of partnership and collaboration.

VCS (VOLUNTARY & COMMUNITY SECTOR) CAPACITY BUILDING MANAGER

Salary	£40,000 - £45,600
Hours	Full-time (35 hours per week)
Location	High Trees, 220 Upper Tulse Hill, London SW2 2NS **This role requires regular on-site and community/partner-based working.**
Reporting to	Head of Community Action

ABOUT THE SERVICE AND THIS ROLE

This is a new role at High Trees, created because we believe Lambeth's voluntary and community sector (VCS) is one of the borough's greatest assets - strong, skilled and rooted in the communities it serves. Place-based organisations like ours play a vital role in supporting individuals, strengthening communities, growing local economies and shaping the policy decisions that affect the people we work with. We want a dedicated Manager who can help make that case, loudly and effectively, both within High Trees and across the wider system.

A key part of this role is our contract to deliver capacity building support to Lambeth's VCS, commissioned by the local authority and delivered through the Lambeth Hubs Partnership - but this is one strand of a much bigger picture. We want this role to think beyond any single contract, taking a long-term view of what Lambeth's VCS infrastructure support needs to look like, and leading the development of new approaches, including peer support models and a more circular economy across the sector.

Health and wellbeing is increasingly shaping where funding and investment in our sector flows, and we want Lambeth's VCS to be ready and well-positioned to respond to this shift. You will play a leading role in this, working with partners including the SEL VCS Alliance to develop shared practice across South East London boroughs, and ensuring our sector's voice is heard as these opportunities develop.

This role is as much strategic as it is operational - we're never too far from the ground at High Trees, and you'll be expected to lead on much of the day-to-day delivery yourself. That means designing and delivering workshops and one-to-one capacity building support, developing resources and toolkits, and running networking events that bring Lambeth's VCS together. You'll also build a network of trusted delivery partners - freelancers and facilitators, ideally drawn from within our own sector - helping to keep skills, income and opportunity circulating within Lambeth's VCS.

We're looking for someone who can operate confidently at both levels: comfortable managing a funded contract and building strategic relationships with funders, commissioners and system partners, while equally happy rolling up their sleeves to deliver training, support a small organisation one-to-one or facilitate a room full of people. You'll bring real experience of the VCS sector, genuine belief in what place-based organisations can achieve, and the confidence to be an advocate both for High Trees and for Lambeth's VCS as a whole.

JOB DESCRIPTION

As VCS Capacity Building Manager, you will lead High Trees' work to strengthen Lambeth's voluntary and community sector, acting as an advocate for High Trees and a champion for the wider sector, while managing funded contracts and programmes that support local organisations to grow their skills, systems and impact.

The role combines strategic leadership - shaping High Trees' contribution to the future of VCS infrastructure support, and representing the sector within key partnerships - with hands-on operational delivery, including direct capacity building support, training and events. You will be confident managing multiple work streams, and equally comfortable working strategically and on the ground.

KEY ACCOUNTABILITIES

- Manage High Trees' Lambeth VCS capacity building contract, delivered through the Lambeth Hubs Partnership, ensuring delivery against agreed KPIs, targets, budgets and reporting requirements.

- Play an active role in the Lambeth Hubs Partnership and the SEL VCS Alliance to ensure Lambeth's VCS sector is ready to respond to the growing role of health and wellbeing in shaping funding and investment into the sector.

- Design and deliver workshops, one-to-one capacity building support and other direct development support to community organisations, covering areas such as governance, finance procedures, safeguarding, volunteer management, data protection or the effective running of community buildings.

- Develop high-quality learning resources, toolkits and training for the local VCS sector, and organise networking events that connect and strengthen the sector.

- Build and manage a network of trusted freelancers and facilitators - ideally drawn from within the VCS sector - to support delivery of High Trees' capacity building offer.

- Support the capacity building functions of key High Trees partnerships, including the Lambeth Community Research Network and Building Young Brixton.

- Support the management of small grants programmes across High Trees' capacity building work.

- Act as an advocate for High Trees and a champion for Lambeth's voluntary and community sector, building its profile and influence with funders, commissioners and system partners.

- Manage project budgets, ensuring effective financial controls and value for money.

- Provide line management and support to capacity building staff and/or freelancers as required.

- Monitor and evaluate capacity building activity, producing regular reports for funders, management and the Board as required.

- Contribute to organisational strategy and cross-service working as part of the wider team.

PERSON SPECIFICATION

The person specification is an idea of the skills, knowledge, and experience required to carry out the job. It will be used in the short listing and interview process for this post. Applicants who possess the essential requirements but not the desirable requirements should not be discouraged from applying.

Essential

- Significant experience providing capacity building or organisational development support to voluntary and community sector organisations, ideally within a place-based or geographically defined community.
- Experience designing and delivering workshops, training or one-to-one support to community organisations.
- Experience managing funded contracts and delivering against KPIs, targets and budgets.
- Experience managing or supervising staff and/or freelancers.
- A strong belief in the value of place-based, community-led organisations, with the confidence to advocate for the sector externally.
- Experience developing and maintaining effective partnerships with a wide range of stakeholders, including funders, commissioners and system partners.
- Excellent written, verbal and facilitation skills, with the ability to build rapport across diverse groups.
- Strong organisational and project management skills, with the ability to balance strategic and operational demands across multiple work streams.
- Ability to draw learning from practice and translate it into high-quality tools, training and resources.
- Understanding of the growing role of health and wellbeing in shaping funding and investment into the VCS sector.
- Proficient in the use of ICT within a work environment (Word, Excel, PowerPoint, Outlook).

Desirable

- Experience of income generation, consultancy or bid writing.
- Experience of managing small grants programmes.
- Experience working across a sub-regional partnership or alliance (e.g. an ICB or VCSE alliance).
- Knowledge of Lambeth's voluntary and community sector landscape, including local infrastructure partnerships.

HOW TO APPLY

Please send a completed CV, covering letter (no more than 2 pages explaining how you meet the key accountabilities and the personal specification), the applicant monitoring form and the additional information form to recruitment@high-trees.org with 'VCS Capacity Building Manager' in the subject line.

We will only consider complete applications, please ensure all four requested documents are present in your submission.

All applications must be received by Sunday 30th August at 11.59pm.

QUERIES

If you have any questions about the role or High Trees, please contact recruitment@high-trees.org

Working at High Trees

We know our staff are our biggest asset and our biggest investment. Our small yet dynamic staff team have come to High Trees through a variety of paths; some have a long track record of work in the sector, others have brought in skills learned elsewhere and some have joined our staff through using our services. All share a passion for the work we do and a commitment to ensure our impact is meaningful for those we work with.

All our staff are supported to grow and develop through regular one-to-ones with their manager, a programme of organisation wide and individual CPD. They are given the opportunity to contribute to the work of the organisation as a whole rather than focused solely on the work of their team. We're proud of the fact that over 50% of our Management Team have been promoted from within our organisation.

Employee benefits

- 35 days annual leave (inclusive of bank holidays and 3 Christmas days) rising by 1 day each year after 2 years' service (capped at an additional 8 days)
- Enhanced maternity/paternity/adoption leave after 2 years' service
- Save money off a new bike with the Cycle to Work scheme
- Up to 7% contribution to the staff pension scheme
- 24/7 Employee Support Line
- Clear pay structure with yearly increments (based on performance)
- Annual staff away day
- Premium eye-care vouchers through Specsavers and season ticket loans
- Regular team lunches and generous supplies of office breakfast and snacks!

We know that if you're considering a role at High Trees, you are primarily driven by a desire to make impactful change and we hope you will consider joining our team.