15 Norfolk Street
Sunderland
SRT1 1EA

Voluntary and Community Action Sunderland

VCAS
VCAS is Sunderland's independent local infrastructure organisation [LIO] for the city's voluntary and community sector. For over 50 years we have championed local charities, community groups and social enterprises, helping them to grow, thrive and make a lasting difference in our city. We work alongside organisations of all sizes from small grassroots groups to established charities offering practical support, trusted advice, and a strong sector voice. Our mission is simple: to strengthen Sunderland's VCSE sector so communities can flourish.

Our Purpose
We exist to support, connect and champion Sunderland's VCSE organisations. We help groups to build confidence, improve governance, secure funding, develop volunteers, and deliver high-quality services that meet local needs.

Our Vision
A strong, confident and connected VCSE sector in Sunderland, where organisations have the support, skills and voice they need to create positive change.

Our Approach
VCAS is rooted in partnership, independence and community voices. We take a strengths-based, practical and accessible approach to support. We listen, we guide, and we work alongside organisations to help them achieve their goals.

Join the VCAS team!
We are recruiting a **part-time Grant Holder Support Officer** to support VCSE organisations in Sunderland who are funded by, or seeking funding from, the **National Lottery Community Fund (NLCF)**.
This role is part of a wider pilot programme across Tyne & Wear and County Durham. You will work closely with colleagues in neighbouring infrastructure organisations to ensure grant holders receive seamless, consistent support across the region**.** You will be a key member of our Support and Development team, strengthening the capacity of VCSE sector organisations to successfully meet grant objectives and to improve their management and governance.

This is a fantastic opportunity to make a real difference to Sunderland's VCSE sector while developing your own skills, networks and experience.

VCAS welcomes applications from people of all backgrounds. We are committed to equity, diversity and inclusion and encourage applications from disabled people, LGBTQ+ people, and people from ethnically diverse communities.

In 2024–25, VCAS supported 205 VCSE organisations with funding guidance, governance support, policies and procedures, and organisational development. Through this work, we help organisations to secure significant funding in new, with many more supported to strengthen their funding strategies and build long-term sustainability.

Training remained a core part of our offer. 150 organisations took part in VCAS training across safeguarding, fundraising, business planning, governance, leadership, and bespoke development packages. We also brokered 30 volunteering opportunities, connecting people with causes that matter and strengthening volunteer-involving organisations across the city. Our officers worked side-by-side with groups of all sizes from small grassroots advocacy they need to thrive.

This is an excellent opportunity for you to make a meaningful difference to Sunderland's VCSE sector. You will also build your skills, experience and networks as part of a supportive, committed and community-rooted team.

Other VCAS services:
VCAS delivers a broad and practical support offer for Sunderland's VCSE sector. Our services include:

- **VCSE Support & Development** — practical guidance on governance, policies, funding, organisational development, business planning and compliance.
- **Sector Voice & Representation** — championing the needs of Sunderland's VCSE sector, amplifying grassroots voices, and creating opportunities for collaboration, partnership working and strategic influence.
- **Volunteering Support** — supporting VCSE organisations with volunteer development, recruitment pathways, and strengthening volunteer-involving practice across the city.
- **Projects & Partnerships** — delivering targeted programmes that build sector capacity, insight and collaboration, including academic partnerships and cross-sector initiatives.
- **Data for Change** — building data confidence, insight and evidence-led practice across the sector, helping organisations understand need, demonstrate impact and strengthen funding bids.
- **Voices for Change** — supporting lived-experience leadership, community-led insight and inclusive engagement to ensure under-represented voices shape local decision-making.

The benefits of working at VCAS:

This means when you join our team you can expect:

- 29 days holiday per annum, bank holidays plus
- Pension scheme – up to 5% employer contribution
- Enhanced sickness benefit scheme depending on length of service
- Flexible working
- Office base in Sunderland City Centre/Out in the community
- Flexitime system

Job Description:

Job title:	Grant Holder Support Officer
Salary:	£28,366 – £31,518 FTE (pro rata £14,183 – £15,759 per year), plus 5% employer pension contribution
Hours:	18.5 hours per week. We have flexible working
Contract type:	Funded for two years initially via a National Lottery Grant
Reports to:	Chief Officer
Office base:	VCAS, 15Norfolk Street Sunderland SR1 1EA We have hybrid working.
Last reviewed:	July 2026

1. Job purpose

- Strengthen VCSE sector organisations in Sunderland by providing good quality support and advice that enables them to run effectively.

- Work closely with colleagues at the National Lottery Community Fund, and our local infrastructure partners across North Tyneside, South Tyneside, Newcastle/Gateshead and Durham to ensure VCSE organisations have the right support to manage their grants effectively and achieve their goals.

- Ensure effective referral pathways and seamless support for organisations across the programme partners.

- Take an active learning approach to this pilot project, being flexible and sharing learning, insights and resources with our partners as we develop.

2. Key responsibilities

- Manage a case load of VCSE organisations who require support to achieve their grant outcomes, including supporting them with governance, reporting, understanding risk, understanding financial management, developing appropriate policies and procedures, etc.

- Work side by side with VCSE organisations as you take them through an organisational healthcheck process, agreeing together which areas to focus on to support their development.

- Provide one to one support and advice, training, or other guidance as required.

- Support the development of a programme of workshops to help VCSE sector organisations understand Lottery grant expectations.

- Take part in regular review meetings with our project partners and evaluation partner, sharing intelligence, working together to tackle problems and find solutions.

- Work as part of our wider Support and Development team, ensuring VCSE organisations have access to our full training and support offer.

3. General requirements

- Contribute to developing VCAS and all its services

- Attend staff meetings, team meetings, supervision, annual appraisal and other meetings as required

- Record and monitor your work regularly and produce reports as required

- Maintain up to date knowledge and skills required to fulfil the duties of the role

- Work within VCAS values and policies and procedures

- Ensure equity, diversity, inclusion is upheld in our work

- Service your own administrative needs and be responsible for organising and prioritising own workload

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 giving advice and guidance.
- Strong understanding of the VCSE sector and the challenges and opportunities we face.
- Understanding of the key elements of running a VCSE organisation, including governance, financial management, monitoring and evaluation (additional training can be provided).
- Experience of building relationships with people from a wide range of backgrounds and positions.
- Experience of supporting and developing people/ organisations to address issues and achieve goals.
- Good analytical skills and ability to apply critical thinking
- Excellent communication skills and listening skills.

Personal attributes and values to be demonstrated at the interview:

- Commitment to the purpose, values and aims of VCAS
- 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 manging 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

VCAS 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)

VCAS 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, 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

Holidays:	29 days per annum
Pension:	up to 5% employer contribution
Probation:	5 months
Notice	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 26th October 5pm**.** We will hold in person interviews on 3rd November**.** All forms should be returned to steve@vcas.org.uk