



Kingston Voluntary Action is looking for a Funding and Organisational Development Officer

Salary: £32,000 + 5% pension contribution for a full-time post (35 hours per week)

Kingston Voluntary Action (KVA) is a long-established and well-respected infrastructure support organisation for the voluntary and community sector in Kingston. We have grown in the last few years in the number and variety of projects as well as the number of team members. KVA is in its second year of delivering the Infrastructure Support Contract awarded by the Royal Borough of Kingston.

Together with our VCSE Sector Development Manager, internal team and external partners, you will ensure that KVA offers an ambitious and innovative capacity building programme for Kingston community and voluntary sector organisations.

We are looking for an experienced capacity building officer with a wide skillset and a track record of achieving outcomes for local communities by undertaking hands-on work with VCSE organisations of all sizes and structures, including, but not limited to support with fundraising, ability to better demonstrate their impact, develop policies and procedures and set up and run a charity or community organisation.

You will have a problem-solving approach, with patience, good listening skills, but also ability to be a critical friend when needed.

KVA is an expanding, ambitious team with a great working culture. We offer 27 days of annual leave, plus Bank Holidays, salary sacrifice scheme and hybrid working.

Application pack can be found here: <https://kva.org.uk/jobs/> and consists of:

- Job Description and Person Specification and
- Job Application and Equal Opportunities Monitoring Form (**CVs will not be considered**)

Please give a concise statement as part of the Application. This should include details of relevant experience and your reasons for applying for this post based on the person specification.

The completed and signed application should be sent to Eneida.capaldi@kva.org.uk and copied to sue.doherty@kva.org.uk. You can also post the completed application to: Sue Doherty, Kingston Voluntary Action, Siddeley House, 50 Canbury Park Road, Kingston KT2 6LX. Should you have any questions about the role, please ring Eneida Capaldi on 0208 255 3335.

Closing Date: Monday, 20 May, midday

Notification of an interview: Thursday, 23 May

(Please note, if you have not heard from us on 23 May 2024 this means that on this occasion you have not been selected for an interview)

Interviews: Monday, 3 June