

Richmond upon Thames Council for Voluntary Service (RCVS)

PERSON SPECIFICATION

Job Title: Head of Capacity Building & Projects
Reporting to: Chief Executive Officer
Line Management: 3 staff members
Contract: Permanent (subject to funding)

Essential Criteria

Experience & Knowledge

- Minimum of 5 years' experience in capacity building, organisational development, or project/programme management within the VCSE sector or public sectors.
- Proven track record in fundraising, including bid writing, income generation strategies, and advising on core, capital, and community fundraising approaches.
- Proven ability to lead and manage a small team of staff and/or volunteers.
- Experience in designing and delivering training and development programmes.
- Strong understanding of governance, legal structures, and strategic planning relevant to VCSE organisations.
- Knowledge of digital tools and platforms relevant to VCSE organisations (e.g. CRM systems, online collaboration tools, digital fundraising platforms).

Skills & Attributes

- Excellent communication and interpersonal skills, with the ability to engage and influence a wide range of stakeholders.
- Strategic thinking and planning ability, with a proactive and solutions-focused approach.
- Strong organisational and time management skills.
- Ability to work both independently and collaboratively within a small team.
- Commitment to equity, diversity and inclusion.
- Confidence in using digital tools where appropriate to enhance service delivery.

Desirable Criteria

- Knowledge of the Richmond upon Thames VCSE landscape.
- Experience of working in partnership with statutory bodies, including local authorities and Integrated Care Boards (ICBs).
- Understanding of governance frameworks, charity law, and legal structures.
- Experience in grant assessment and management.
- Familiarity with digital inclusion initiatives or tech-for-good approaches.
- Experience of hybrid working environments and flexible team management.
- Relevant qualification in charity management or fundraising.