

January 2026

Dear Applicant

### **Head of Capacity Building**

Thank you for your interest in the above post.

This is a refreshed and strategically important role, created to lead a new phase of our capacity building work with the voluntary and community sector in Richmond. As we continue to strengthen and adapt our support offer, this role will play a key part in developing and delivering a service that builds skills, confidence, and resilience across the sector.

We're looking for someone with significant VCSE or public sector experience who brings both strategic insight and a hands-on approach to partnership working, service delivery, fundraising, and project development.

If this sounds like you, please complete the application form. You should address the points as set out in the Person Specification giving as much detail as possible. **Please do not send a CV as this will not be considered.**

If you'd like to find out more, please don't hesitate to contact our CEO, Julie Gavin, on [jobs@richmondcv.org.uk](mailto:jobs@richmondcv.org.uk) to arrange an informal conversation about the role.

Please see the following documents that make up the application pack:

- Job Description & Person Specification
- Summary Terms and Conditions of Employment
- Background information
- Diversity and Equal Opportunities Monitoring Form
- Application Form

We should be grateful if you would also complete and return the Diversity and Equal Opportunities Monitoring Form. As a Disability Confident employer, we are committed to offering an interview to all applicants who meet the minimum criteria for a job vacancy and all will be considered on their abilities. If you wish your application to be considered in relation to this commitment, please make this clear in your email when you return the completed forms.

Please send your completed application to [jobs@richmondcv.org.uk](mailto:jobs@richmondcv.org.uk). **The closing date for receipt of completed applications is midnight Sunday 22<sup>nd</sup> February.** Applicants invited for interview will be notified by email and/or telephone on **Wednesday 25<sup>th</sup> February.** Interviews are scheduled to be held on **Thursday 5<sup>th</sup> March at our offices** in Richmond.

We look forward to receiving your application.

Yours sincerely

Julie Gavin  
Chief Executive Officer