

There has never been a more exciting time to join the HEY Smile Foundation team. Our work spans across the Voluntary, Community and Social Enterprise Sector (VCSE), as well as connecting opportunities with the private and public sector.

We are connected, joining assets to community knowledge, creativity and inspiration. We are helping VCSE organisations of all shapes and sizes be heard and play a part in solutions, not just highlight community problems.

We have grown significantly in the last 15 years but still agile enough to respond to the communities need, not prescribe the same methodology *'because that's what has always been done'*.

We are sustainable in our own right. Whilst developing others, we have ensured we had one eye on our own platform, securing £3m in assets and generating an average of £800k turnover a year in earned income to by masters of our own destiny and focus on the Wow not Woe in our communities across the Hull and the East Riding.

Covid 19 has provided us with an opportunity to share our way of working further and in the East Riding we are seen as a community lead and the *Go to Charity*, now more than ever. We are proud to say we now have the strongest charitable board in the region, and likewise we have a team of highly skilled and proactive charity leaders.

## Role Profile

- Job title:** Community Producer Manager

**Location:** HEY Smile Foundation, providing support across the East Riding

**Reports to (Job Title):** Head of Community Development

**Salary scale:** £28,000 – £30,000 (depending on experience)

**Working Hours:** 37.5 hours per week

**Contract Duration:** Two years fixed term with a potential for extension subject to funding and business needs

**Closing date:** Midnight 30<sup>th</sup> October 2022

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## 2. Purpose:

Working alongside the Head of Community Development, you will lead a Team of Community Producers. Connecting VCSE organisations across the East Riding to skills and resources, helping them to thrive and enabling the communities they support to prosper.

Providing one to one support, workshops, cross-sector partnership development and resources to enable stronger communities within the following areas; *equality, governance, business planning, Funding and fundraising, marketing and social media, safeguarding and data protection, volunteer management, community engagement and asset management.*

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## 3. Joint responsibilities:

- Uphold and invest in the HEY Smile Foundation Vision, Mission and Values.
- Promote equal opportunities (in terms of race, gender, religion, sexual orientation, and other forms of discrimination) through the HEY Smile Foundations work.
- Listen to community needs, and work within a team to create co-developed solutions, ensuring education, development and investment is not done too but done with communities.
- Continually develop your skills to meet the needs of our evolving community needs.
- Be flexible in your working, continually developing your skills to meet the needs of our evolving communities.
- Continue to help position Smile as the 'Go To' Charity in Hull and East Yorkshire.
- Develop case studies and impact reports, to ensure we are displaying our value.
- Ensure all policies and procedures are understood and adhered to.
- Support a positive working environment, be visible, energetic and participative, encouraging cross team working and initiatives
- Maintain an up to date knowledge of national best practice, policy and guidance for volunteering.
- Undertake all other reasonable requests made via the CEO and Heads of Department.

#### 4. Key role responsibilities

- Work with the Head of Community Development to identify and build resources that will strengthen the resilience of the East Riding VCSE.
- Represent the East Riding VCSE within strategic partnership meetings.
- Prepare reports and support monitoring and evaluation of the VCSE Development Contract.
- To build a supportive and trusting relationship with the East Riding VCSE.
- To raise the profile of local VCSE groups and support a culture of place based partnership working.
- Improve community-led project planning to ensure activities are safe and appropriately resourced.
- Promote and support Beecan registration, a directory of VCSE groups with access to shared resources, funding and latest development news.
- Record the difference you make and capture learning within Beecan. producing case studies and reports when required.
- Identify appropriate development resources and prepare engaging VCSE updates.
- Participate in planning and team development activities, contributing towards the learning and development of VCSE infrastructure work.

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#### 5. Decisions that the job holder typically makes may cover the following areas:

- Team lead: support line management of Community Producers
- Monitoring and Evaluation: review services and prepare monthly reports to capture learning and impact.
- Time Management: prioritises actions and own time to deliver desired outcomes
- Resource management: identify and improve the resources needed to support the VCSE
- Project Management: support co-produced actions and track progress
- Budget Management: Follow finance processes
- Development of Skills: Identify training for continual professional development.
- GDPR and Safeguarding responsibility
- Escalation of work to Heads of Department

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#### 6. Outcomes based

HEY Smile are working towards being outcomes focused. There is a lot of learning and development still to be concluded, but with this in mind your contracted hours are 37.5 per week. You will be asked to attend on and offline meetings weekly with your line manager and colleagues setting agreed outcomes for the period. However the way in which you distribute these hours across your working week is flexible, and strong communication with your Line Manager is key.

**7. Knowledge, skills and experience required by the job holder:**

Taking on a role with Smile, you will be seen as a leader in the East Riding voluntary, community and social enterprise sector, delivering capacity and capability support. You will form part of a team of experts, who share their skills and expertise alongside our partners across the private, public and voluntary sector, maximizing resources for our inspiring communities.

Essential	Assessment
Self-motivated and able to work under own initiative.	Cover letter/CV and interview
Line management and report writing experience	Cover letter/CV and interview
Ability to manage priorities and meet deadlines	Cover letter/CV and interview
Excellent communication skills	Cover letter/CV and interview
Excellent knowledge of voluntary organisations, governance, fundraising and volunteering	Cover letter/CV and interview
Willingness to learn and be part of a team	Cover letter/CV and interview
Good general IT skills, in addition be able to professionally operate meetings via, Zoom and Microsoft Teams.	Cover letter/CV and interview
Desirable	Assessment
Knowledge of place based partnership working	Cover letter/CV and interview
Project planning experience	Cover letter/CV and interview
Attention to detail with ability to write concise reports, case studies, blogs	Cover letter/CV and interview
Good knowledge of community development resources	Cover letter/CV and interview

Should you feel you require reasonable adjustments through the recruitment phase or any subsequent employment, please feel free to raise these via the most appropriate means.

You must have a full driving license and access to a car. Although HEY Smile Foundation offers flexible working, the place of work will remain HEY Smile Head Quarters, Queens Gardens, Dock Street, Hull, HU1 3AE. *\*Parking is not available*

Please get in touch if you would like to have an informal conversation to find out more. We'd love to hear from you. Please contact:

Nick Middleton  
 Head of Community Development  
[nm@heysmilefoundation.org](mailto:nm@heysmilefoundation.org)

07801 895933

To apply for this role, please e-mail your CV with a covering letter/e-mail to [recruitment@heysmilefoundation.org](mailto:recruitment@heysmilefoundation.org)

This document is written to summarise the key responsibilities of the job holder. It is not intended to be exhaustive and the job holder may be required to do more than is listed here within reasonable parameters.

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