



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 the go-to charity, 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.

Smile is going through some exciting changes, we have recently appointed our new CEO, they have big plans, and we are looking to expand our wider management team to make sure those plans happen.

This is an exciting opportunity for someone who is ambitious and creative in seeking new opportunities and building relationships. You will be joining the Smile team to focus coordinating a new VCSE collaborative across the East Riding.

Your role will be varied. You will be responsible for bringing together sector leaders to ensure the voice of the VCSE sector is heard with key partners, arrange meetings which will rotate across the county, take minutes during the East Riding VCSE Collaborative meetings and follow up on any actions. You will support the Chair of the East Riding VCSE Collaborative in developing how the Collaborative works and how it communicates its good work.

You will have a strong relationship building background; Smile undertakes a large and vast amount of work and you, as one of our coordinators, will ensure that our partners are always informed and made to feel part of what we do.

You will report directly to the CEO and is a member of our management team.

If we receive a large number of applications, we reserve the right to close the job advertisement early.

- 1. Job title:** VCSE Collaborative Coordinator
- Location:** Hull, Smile's HQ
- Reports to (Job Title):** Smile's CEO
- Salary scale:** £25,000 FTE
- Working Hours:** up to 37.5 hours per week dependent on candidate,
- Closing Date:** TBC
- Interview Date:**
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**2. Purpose:**

To have oversight and support the East Riding VCSE Collaborative

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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.
- Continually develop your skills to meet the needs of our evolving charity needs.
- Be flexible in your working, continually developing your skills to meet the needs of our evolving communities.
- Develop case studies, stories, 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.
- Undertake all other reasonable requests made via the CEO.

**4. Key role responsibilities**

- Be instrumental in the on-going development of East Riding VCSE Collaborative.
- Ensure we hold an effective database of East Riding VCSE Collaborative activity.
- Be a strong part of the Smile's management team. This includes being a positive leader and role model.



- Have oversight and responsibility of our financial planning in relation to East Riding VCSE Collaborative budget.
- Produce reports to partners on the collaborative's activities.
- Ensure that Smile is attentive to our partner's needs.
- Ensure that all Smile's good work and relationships are in the public spotlight.
- Explore, develop and be successful in finding new funding sources for the East Riding VCSE Collaborative.
- Arrange meetings which will rotate across the county,
- Take minutes of the Collaborative and following up on any actions.
- Support the Chair of the Collaborative, developing how the Collaborative works and how it communicates its good work.
- Oversee the implementation of policies and procedures conjunction with the CEO and the management team.
- Have oversight on key contract KPIs and finances within East Riding VCSE Collaborative
- Support the CEO with other duties in line with the seniority of this role.

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

Taking on a role with Smile, you will be seen as a leader in the charity, community, and health 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, maximising resources for our inspiring communities.

Smile is a fast-paced organisation, and no two days are ever the same. This post will be vital in everything we do so we are on the lookout for someone who is organised, has attention to detail and a real team player.

Essential	Assessment
Significant experience in managing relationships in corporate, public and charity sector	Cover letter/CV and interview
Excellent communication skills in particular verbal communication and good written communication to a variety of people (volunteers, service users, NHS teams, senior leaders etc.)	Cover letter/CV and interview
Self-motivated and able to work under own initiative.	Cover letter/CV and interview
Ability to write concise reports, case studies, papers	Cover letter/CV and interview
Have experience in planning and delivering projects	Cover letter/CV and interview
Have strong organisational skills and have experience in working in a fast-paced environment	Cover letter/CV and interview



Experience supporting staff, managing their development needs and day to day supervision	Cover letter/CV and interview
Ability to form and maintain appropriate relationships with cross sector organisations	Cover letter/CV and interview
Ability to manage own priorities and manage own workload to agreed deadlines, budget and quality standards.	Cover letter/CV and interview
Good general IT skills, in addition be able to professionally operate meetings via Microsoft Teams	Cover letter/CV and interview
Be confident in dealing with difficult situations	Cover letter/CV and interview
Hold a valid driving licence and access to vehicle	
<b>Desirable</b>	<b>Assessment</b>
Qualifications in relevant fields such as Finance, HR, Project management	Cover letter/CV and interview

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If you require reasonable adjustments during the recruitment process or employment, please do not hesitate to contact us via the most appropriate means.

If you require this document in a different language, please let us know.

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:

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**This document is written to summaries 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. Document date: July 2023**