



Job Description

Head of Development (job share)

£40k-43k per annum FTE, depending on experience

Full-time (part-time, flexible hours considered for the right candidate – minimum 0.6FTE)

Permanent

Accountable to the Chief Executive Officer

6-month probationary period

25 days annual leave pro rata, plus bank holidays

Office based in Hambridge with the opportunity for hybrid and home-based working

Employee Assistance Programme

We're on a mission to help change lives and build healthy, resilient communities in Somerset.

We do this by supporting and championing voluntary and community organisations and providing a range of services, training and advice. We also believe that everyone should have the opportunity to thrive and so we work with local partners to provide volunteering opportunities for all.

As the Local Infrastructure Organisation for Somerset, Spark Somerset act as a connector, enabler, advisor and advocate for VCFSE organisations across the county. We support networks and partnership working and we have an intermediary role, supporting and facilitating joint working between voluntary and community groups and with statutory bodies; helping to ensure that the interests and concerns of the voluntary and community sector are properly represented.

We provide resources and advice to enable capacity building and the support of volunteers in local organisations of all sizes, from grass roots to the local branches of large national charities, from those just starting up, to organisations that are already well established. We are committed to equal opportunities and to making our services relevant, accessible and inclusive for all, supporting the development of a vibrant, effective and influential voluntary and community sector across the county.

Pivotal to our success in this mission is a Head of Sector Development, a key member of our Senior Leadership Team who will lead and develop our support and capacity-building offer for the VCFSE sector across Somerset.

You will need to have significant leadership experience in the VCFSE sector, be passionate about the power of community, have stakeholder management expertise and be confident in managing relationships across different sectors. You will have a deep understanding of the VCFSE sector, as well as an appreciation of the wider landscape, including Health and Local Government. You will be a strategic thinker, a creative problem solver and thrive in a busy and often complex environment. This is an exciting opportunity for a VCFSE leader who is keen to make a difference.

Key responsibilities

- Strategic oversight of the support offer to the VCFSE sector in Somerset
- Lead on the provision of a range of targeted support and infrastructure services to individual groups which might include help with fundraising, strategic and business planning, income generation, organisational development, etc
- Lead the Development Team, providing a responsive and effective support offer for the VCFSE that pays attention to place-making, thematic priorities and emerging need
- Lead on the development of a programme of forums and events across Somerset, to support training, learning and networking opportunities for the VCFSE.
- Work closely with colleagues to develop our digital offer for the sector, including the Insights Hub
- Work closely with the Head of Partnerships to better align the work of the Partnerships and Development teams, to ensure clarity around our offer, maximise our impact and avoid duplication of effort
- Work with colleagues to develop partnerships and work closely with other local agencies, as appropriate, in order to better support communities: e.g. NHS, town and parish councils, Somerset Council, Local Community Networks and other community networks
- With support from relevant team members, lead on the development of new initiatives that support the VCFSE
- Support the CEO in Spark Somerset's role as 'Voice of the Sector', representing the VCFSE on relevant Boards and Forums, as appropriate
- Work with the staff and colleagues from the VCFSE to identify new opportunities for the charity and respond to identified gaps in provision, as appropriate
- Work with fellow Senior Leadership Team (SLT) members to ensure oversight of the operations of the charity
- Prepare regular reports, in line with organisational procedures, for the CEO to share with the Trustee Board and funders
- Support the promotion the organisation using social media, events and through developing links with stakeholders
- Ensure ongoing monitoring and evaluation of the work of the Development Team, identifying opportunities for improvement and growth.

General

- Undertake any other duties that may be reasonably required by the CEO and the Board
- Ensure that the values of Spark Somerset are promoted at all times
- Promote and adhere to all policies adopted by the Board of Trustees

Person Specification

Skills and Experience	Essential/Desirable
Significant leadership experience (3 years +) working with / supporting the development of voluntary sector organisations and supporting groups or networks	E
Good working knowledge of organisational development and governance in the voluntary sector	E
Experience of working with the Public Sector	D
Track record of working to and achieving targets	E
Experience of budget management and impact measurement	E
Demonstrable experience of successful partnership working	E
Experience of successful fundraising	E
Experience of coordinating and running workshops, conferences or delivering training	D
Knowledge of the principles of asset-based community development and empowerment	E
Excellent oral and written presentation and communication skills which are clear, easily understood and relevant to a range of audiences	E
Ability to manage time and prioritise workload	E
Relevant IT skills to support project, including PowerPoint, virtual meeting platforms and social media	E
Self-starter with structured approach to work	E
Able to work both under own initiative and with the flexibility required to collaborate with the wider team	E
Creative, lateral thinker with good negotiating skills	E
Ability to research, analyse and synthesise information to present to key stakeholders	E
A person-centred management style, adaptable to suit the needs of individual staff	E
Ability to travel according to the needs of the job with reasonable adjustments if required, according to the Disability Discrimination Act	E
Ability to work flexible hours including evenings/occasional weekends	E
Commitment to anti-discriminatory practice	E
Commitment to implement the Equal Opportunities policy of Spark Somerset	E

Diversity and inclusivity

A diverse voice is a more powerful voice. Diversity in our people brings new viewpoints; driving debate, encouraging creativity, and helping us to engage with new audiences to achieve the greatest impact in our communities. As such, we encourage applications from people who belong to groups which are often marginalised in society.

To apply

To apply, please submit your CV and covering letter explaining how your skills and experience meet the requirements of the role to recruitment@sparksomerset.org.uk.

For more information about the role or an informal chat, please contact Katherine Nolan on 07798 876061 or katherine.nolan@sparksomerset.org.uk.

Closing date: Friday 24 April 2026

Interviews: Wednesday 6 May 2026