

Partnership & Programme Support Officer (Cheshire & Merseyside)

Voluntary Sector North West (VSNW) is the regional voluntary sector network for the North West. Our aim is to ensure the voluntary, community and social enterprise sector (VCFSE), in all its diversity, takes its full part in shaping the future of the region.

As part of this, we now need a Partnership & Programme Support Officer to provide partnership and programme support for [VSNW's work across Cheshire and Merseyside](#).

Salary: £25,230 - per annum

(pro rata for 0.8 FTE, based on full-time NJC 18 £31,537)

Working hours: 28 Hours per week (0.8 FTE)

7% pension contribution (with 1% contribution by employee)

25 days holiday plus bank holiday (pro rata)

The role is fixed term until 31 March 2027, subject to a six-month probation. Funding for extension is currently being negotiated.

To apply for, or to further discuss this role, please email recruitment@vsnw.org.uk, subject "Partnership & Programme Support Officer" for the attention of Lyn Cooke, Programme Manager (Cheshire & Merseyside) of VSNW.

Application Deadline: Friday, 14 August 2026.

Whilst the deadline for applications is 9am on 14 August, we review applications as they are received and may invite suitable candidates for interview before the closing date. We therefore reserve the right to close this vacancy early and encourage you to apply as soon as possible to avoid missing out on this opportunity.

Working arrangement: Hybrid working (numbers of days per week remote and in an office to be agreed).

Please note application via **application form only**. CV can be used in support of the fully completed application form but will not be sufficient on its own. Job details and application form available from our website: <https://www.vsnw.org.uk/jobs>

Partnership & Programme Support Officer (Cheshire and Merseyside) (0.8 FTE)

JOB DESCRIPTION

Overview of role

To provide high-quality administrative, coordination and programme support for VSNW's partnership work across [Cheshire and Merseyside \(C&M\)](#), particularly the C&M VCFSE Alliance and associated programmes.

Reporting Responsibility

The postholder will report to, be managed by and work closely with the Programme Manager for C&M.

Principal Duties

Duties include but are not limited to the following:

Coordination and administration

- Organisational and administrative support for meetings including note taking for regular in-person and online meetings, workshops and other events - such as monthly CWIP and VS6 Partnership meetings, quarterly C&M VCFSE Health and Care Leaders group and other meetings as required.
- General administrative and organisational duties that support VSNW work across C&M.
- Managing and maintaining processes to support VCFSE leaders and representatives, including keeping up to date records (distribution lists / database / meeting attendance etc).
- Supporting the maintenance of programme management systems and processes (such as processes for keeping records up to date, or systems to capture regular updates from programme leads that feed into progress reports for the transformation programme) to ensure work is on track towards goals.

VCFSE Representation & Engagement

- Acting as an initial point of contact for VCFSE leaders and representatives, responding to routine enquiries and referring more complex matters to the Programme Manager where appropriate.
- Supporting appointment processes for VCFSE leaders and representatives.
- Coordinating the delivery of representation induction, training and feedback.
- Tracking representation roles.
- Supporting regular ongoing activities to maintain / increase engagement of VCFSE leaders and representatives in VSNW's work across C&M

Delivery and development

- Working alongside the Programme Manager to liaise with partners from across different sectors to support the delivery of VSNW work across C&M.
- Providing support and coordination for projects agreed with line manager and/or Chief Executive.
- Collecting and collating information on project activities to enable complete and accurate completion of progress reports to commissioners, updates for partners, internal VSNW reporting and others as required.
- Supporting the Programme Manager in drafting / producing reports and summaries as required.

Communications

- Supporting the regular cascade of day-to-day operational programme information to keep key partners and C&M VCFSE Alliance members up to date with progress, via email and other mechanisms.
- Working with VSNW Communications Officer and Programme Manager to support content development and publication for a range of channels and platforms such as the C&M VCFSE newsletter, websites and social media platforms.
- Working with VSNW Communications Officer and line manager to support the continuous assessment and development of communications systems and process to ensure they are effective.
- Supporting liaison with public sector partners to help ensure VCFSE impact and activity is reflected in reports and communications.

General postholder duties

0161 276 9300 | [@VSNWNNews](https://twitter.com/VSNWNNews) | www.vsnw.org.uk

VSNW, St Thomas Centre, Ardwick Green N, Manchester M12 6FZ

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Registered office as above

- Undertake such tasks that may reasonably be requested by the Programme Manager for Cheshire and Merseyside, Chief Executive or Operations Director to further the strategy and objects of VSNW in alignment with its mission and values.
- Promote and uphold the values of VSNW at all times.
- Contribute to knowledge sharing within VSNW and its key partnerships.
- At all times to take account of equal opportunities considerations when working with the VCFSE; paying particular attention to the needs and perspectives of groups and communities who are marginalised or excluded from participation in subregional governance.
- To be a co-operative and supportive member of the VSNW staff team, ensuring that all members are aware of any issues in the post holder's workload which may impact on other staff or partners.
- Engage North West VCFSE partners to be active members of VSNW.
- Support the production of reports for the VSNW Board of Trustees as required.
- Observe all policies and procedures that are determined by VSNW's Board of Trustees, e.g. Health & Safety, New Technology.
- Participate in regular supervision and inform the line manager of significant developments.

Lyn Cooke & Yen Tan
C&M Programme Manager & Operations Director
July 2026

Partnership & Programme Support Officer (Cheshire & Merseyside)

PERSONAL SPECIFICATION (* = Essential criteria)

Experience in/of:

- *Working in a wide and varied administrative role including regular note taking and supporting the organisation of meetings, events and workshops
- *Supporting the management and delivery of programmes or projects
- *Supporting the production of impact reports, briefings, or funder updates
- *Using online platforms supporting programme management (e.g. Teams, Zoom, databases or similar tools)
- Using online platforms supporting communications (e.g. website content management systems, social media platforms) and drafting content for them
- Working or volunteering in the Voluntary, Community, Faith and Social Enterprise (VCFSE), or the health and care sectors

Skills, knowledge and abilities

- *Strong administrative skills, including note taking and organising meetings and events
- *Good interpersonal communication (verbal and written) skills, with the ability to build trusted relationships across diverse stakeholders
- * Good written communication skills, including preparing reports, summaries and meeting notes and confident communicating with a range of stakeholders.
- *Good ICT and organisational skills, able to work independently and manage multiple priorities
- *Excellent attention to detail, including accuracy in reporting and data handling
- *Digital confidence – able to use a range of IT tools, platforms and databases
- *Understanding of data protection and information governance
- *Commitment to equity, diversity and inclusion and understanding of barriers to participation
- *Knowledge and interest in the VCFSE sector and how it works
- Understanding of how the public sector, especially NHS, councils and Combined Authorities work

- Understanding of / interest in communications techniques

Other requirements

- *Commitment to development work that empowers participants and communities
- *Commitment to working collaboratively with VSNW team members and partners
- *Willingness to travel widely across the North West region
- *Adherence to VSNW's Equal Opportunities Policy.