

**Community Development Officer
(Enterprising Third Sector Collaborative)
Job Description**

- Post:** Community Development Officer
- Focus:** Enterprising Third Sector Collaborative
- Salary:** £25,961 per annum Full Time, to be paid pro rata for part time job share arrangements
- Hours:** Four full time posts at 35 hours per week; job-share applications welcome
- Duration:** fixed term to 31 July 2020

Responsible to: Enterprising Third Sector Project Leaders

Responsible for: supporting the development of a resilient, enterprising and sustainable third sector in specific local communities in Moray

Main Purpose of the Post

To support the development and implementation of **tsiMORAY**'s plans to:

- facilitate stronger networking and collaborative working between strengthened anchor organisations across Moray, and
- enable more third sector organisations in specific local communities in Moray to be willing and able to take an enterprising approach, generating more income through trading and employing more people while addressing the needs and aspirations of their communities

Key aspects will focus on: building capacity; fostering confidence, growth and resilience; encouraging sustainability; facilitating communication, co-operation and collaboration; engaging with local groups and individuals in partnership with local anchor organisations and **tsiMORAY**'s wider team.

Post Holder's Key Tasks and Responsibilities

Supporting & developing a strong third sector

To support the development of **tsiMORAY**'s plans for a resilient, enterprising and sustainable third sector and be responsible for their implementation in specific local communities, including:

- improving partnership working, as well as sharing and pooling of resources between third sector organisations, with a strong focus on the links between local anchor organisations and **tsiMORAY**, to foster stronger networking and

- collaborative working between them at local and regional level, and to support the development of more enterprising third sector organisations;
- liaising with and supporting local anchor organisations to identify, map and engage with existing third sector organisations within communities at the local level to assess strengths & needs and to identify gaps & opportunities;
 - animating local communities through providing support for existing groups with development potential and to support the formation of new groups;
 - developing positive professional relationships with third sector organisations, in specific localities and across Moray, and a broad range of public sector agencies, businesses and individuals;
 - facilitating communication, learning, co-operation and collaboration between third sector organisations, public sector agencies and the private sector, and between staff and volunteers of all three sectors;
 - sourcing, managing and disseminating information to help ensure third sector organisations remain well informed about developments affecting their operating environment, effectiveness and sustainability;
 - identifying, assessing and responding to third sector communication, development and training needs using a range of appropriate methodologies, including developing, organising and/or facilitating learning and development opportunities, such as seminars, workshops, forums, network meetings and training events;
 - supporting the third sector to develop models of self-sustaining good practice at community level, sharing the learning within the third and public sectors to facilitate replication, resource sharing, and partnership working;
 - monitoring and evaluating progress, including the production of outcome focused reports and evidence;
 - adopting community development approaches to develop self-sustaining support processes to help avoid over-dependency on the role and help ensure sustainability
 - providing advice, guidance and support to new, emerging and established third sector organisations, including social enterprises, on a broad range of relevant topics and activities, as appropriate to local needs and aspirations;
 - facilitating third sector access to specialist advice, resources and support from **tsiMORAY** and others, including public and other third sector agencies – including specifically specialist support available to enterprising third sector organisations and social enterprises – and funding from other sources.

Other responsibilities

The post-holders will be expected to:

- develop and maintain appropriate records of their activities and interventions, including inputting and managing information on our recording and reporting database;
- report on their activities and interventions as required;
- evaluate and review feedback from volunteers, third sector organisations and other stakeholders to inform the development of services;
- support the development and maintenance of appropriate records by others, including organisational databases;
- manage and report on any delegated resource allocation;

- work with the Project Leaders and others to identify and develop income-generation opportunities, including earned income and grant-funded projects;
- develop and maintain a record of protocols and standard operating procedures for all the operations for which they are responsible, as well as ensuring that all operational delivery aspects relating to this post are known and understood by relevant colleagues, in order to avoid over-dependency on individual staff members.

Self-management

tsiMORAY expects all its staff and volunteers to:

- develop constructive relationships and communicate effectively with internal and external colleagues, both paid staff and volunteers;
- know, adhere to and promote **tsiMORAY**'s policies;
- participate in learning activities and performance development as required;
- recognise their own strengths and areas of expertise and use these to advise and support others;
- recognise their own areas of development and seek the advice and support of others;
- fulfil any other duties that may reasonably be requested from time to time.

This job description is a general statement of the duties and responsibilities associated with the post. It is subject to periodic review and change to reflect the changing nature of the post and the needs of the organisation.

Person's specification

Skills and abilities

Essential

- Excellent organisational and planning skills
- Demonstrably excellent communication skills (verbal and written)
- Excellent interpersonal and relationship building skills
- Ability to work on own initiative, without on-going supervision
- Able to manage competing priorities within tight deadlines
- A creative and innovative approach to project development with the ability to identify gaps and opportunities
- Proven ability to plan, develop, promote, secure support and funding for projects, including community initiatives, social enterprises and partnership development
- The ability to bring people together to agree and work towards common goals
- Facilitation skills
- Strong understanding of outcome focused evaluation processes
- Skilled in the use of Microsoft Office (particularly Word, Excel and Outlook)
- Ability to drive, a valid driving licence and access to a car

Desirable

- Competent in the use of other computer software packages

Experience

Essential

- Participating in and/or leading multi-agency, cross-sector partnership working
- Working and engaging with a wide variety of people, from a range of organisations and backgrounds, adapting approach accordingly
- Experience of operating within a complex and fast moving environment
- Experience of managing information

Desirable

- Experience of working or volunteering within a third sector setting
- Experience of working or volunteering within a business or social enterprise setting
- Experience of marketing and/or promoting services

Knowledge

Essential

- Knowledge and understanding of the voluntary, community and social enterprise sectors in their locality and in Moray

Desirable

- Knowledge and understanding of support available for the third sector, including funding sources

- Knowledge and understanding of good governance, and of charity, Human Resource and other relevant legal regulations
- Knowledge and understanding relevant to the development and management of enterprising activities, including financial planning & reporting, and monitoring & evaluating economic impact

Training and Qualifications

Essential

- None¹

Desirable

- A relevant further or higher education qualification

Other

Essential

- Committed to the work of the Third Sector
- Committed to a community development approach (enabling, empowering, and inclusive)
- Enterprising and entrepreneurial mindset
- Committed to equality and diversity
- Flexible approach

Desirable

- Understanding and knowledge of:
 - the local and wider Moray area (geography)
 - the local and wider Moray area (voluntary, community, public and social enterprise sectors)
 - the local and wider Moray area (community profile)

¹ We recognise that many people who have no formal qualifications find a path to working in the Third Sector. In keeping with our commitment to equal opportunities we do not wish to present unnecessary barriers to those who can demonstrate their ability to meet all essential (and many desirable) criteria for this post