



Third Sector Development Officer

Location: Flexible/Hybrid from CVS Inverclyde's offices in Greenock however, the role will require regular face-to-face interaction.

Reports to: Operations Manager

Salary: £27,585

Hours: Full and part time options considered.

Contract: 2 years fixed term with opportunity for extension, subject to funding.

Advert

Are you an enthusiastic individual with experience in the 3rd sector looking to join a small, friendly, proactive team? CVS Inverclyde offers you the opportunity to make a real difference to the community and third sector organisations across Inverclyde. This new role's responsibility ranges from strategy to training and involves grass roots face to face delivery.

We would particularly welcome your application if you have previously worked in a social enterprise, charity or voluntary organisation and want to use and develop your skills to support others within the sector.

Role

Due to internal changes driven by newly funded projects, we are looking for an ambitious and enthusiastic individual to deliver CVS Inverclyde's (CVSI) Third Sector Interface (TSI) function. The postholder will be responsible for delivering organisational development and capacity building support to the voluntary, community and third sector in Inverclyde.

We are seeking someone with broad third sector experience who can provide advice and support across a range of specialist areas, ideally based on their own previous experience. The post holder will be responsible for leading advice and guidance to groups around a range of key topics including governance, organisational development, business planning, partnership development and community development as well as signposting to appropriate agencies and national intermediaries.

The postholder will support the broader work of CVS Inverclyde in developing a strong Third Sector, including delivery of training, workshops and policy development relevant to the speciality areas connected with this post.

Core Responsibilities

- Supporting local community and voluntary groups to start, develop and to grow capacity.
- Providing guidance across a range of areas including governance, organisational development, business planning, partnership development and best practice.
- Providing practical support and coaching for activities such as creating, modifying a constitution, or restructuring a charity.
- Contributing to the TSI's input to community empowerment including community learning and development, community-led provision, community ownership, asset transfer and locality planning.

- Identifying patterns and common issues arising from contact with organisations within the sector that indicate individual and organisational development and capacity needs and developing a suitable response to address the need.
- Identifying and delivering training relevant to the specialist areas of this post.
- Working alongside our funding team to learn and communicate funding information.
- Maintaining a portfolio of key third sector organisations on MILO database
- Identifying potential projects for strategic collaborations and where appropriate, facilitating delivery.
- Adopting community development approaches to develop self-sustaining support processes to help avoid over-dependency on the role and help ensure sustainability.
- Participate in various forums at both local and national level, to share knowledge, maintain expertise, pioneer best practice, provide and benefit from peer support
- Occasionally participate in funding panels by reviewing applications and making recommendations for where funding should be allocated.
- General administration and business support functions as necessary, in line with the role and the wider work of CVS Inverclyde.

General Duties

- To contribute to the efficient operations of CVS Inverclyde and delivery of our objectives and workplans.
- To work collectively across the CVS Inverclyde Team and the wider TSI Network in a collaborative, respectful, fair and honest manner; always undertaking to represent the organisation in an appropriate manner and with the integrity expected by CVS Inverclyde.
- To maintain accurate and up-to-date records using the MILO database and any other data systems used by CVS Inverclyde.
- To prepare and assist with reports, media articles and any other monitoring requirements.
- To attend internal and external meetings as required by CVS Inverclyde.

Person Specification

The following criteria will be used in selecting a candidate. My suggestions below aren't trying to water down the role but in anticipation that we're going to struggle to find good candidates and bearing in mind what you said about teaching some of the skills to the right person.

Person Specification	Essential	Desirable
Qualifications and Experience		
Educated to degree level or equivalent		✓
Experience of working within the Third Sector for more than two years	✓	
Good level of understanding and expertise in the practical application of governance, trustee and charity law.	✓	
Experience of delivering training and/or one to one advice work		✓
Experience of development within a small/medium organisation.	✓	

Experience of hosting and facilitating networks & meetings both online and in-person.	✓	
Knowledge & Skills		
Good understanding and knowledge of the practical application of organisational development, capacity building, training and support principles, policy and practice, in voluntary sector.		✓
Ability to interpret and communicate complex information in a user-friendly manner when dealing with enquiries.	✓	
Knowledge of the third sector, ideally in Inverclyde or across Glasgow City Region.		✓
Knowledge of existing support, training and tools available to the Third Sector in Inverclyde		✓
Knowledge of charity law/regulation	✓	
Knowledge of infrastructure support available at a national level.		✓
An ability to communicate to a high standard both written and verbal.	✓	
Personal Qualities		
Self-starter, proactive and excellent organiser with the ability to work to project management level.	✓	
Leadership skills and an understanding of which style of leadership is appropriate for a given situation.	✓	
Negotiation, representation and influencing skills	✓	
Good interpersonal skills – flexibility for different audiences, tact, diplomacy, adaptability.	✓	
Honesty and integrity	✓	
Approachable, confident and at ease with others.	✓	
Can-do attitude with a passion for going above and beyond to help	✓	

The application process:

Application deadline: Thursday 29 February 2024

Interview date: TBC

Interview location: CVS Inverclyde's offices, West College Scotland, Finnart Street, Greenock, PA16 8HF