

# JOB DESCRIPTION

<b>POSITION:</b>	Organisational Development Worker
<b>REPORTS TO:</b>	Project Manager
<b>RESPONSIBLE FOR:</b>	Fundraising, Partnerships and Volunteers
<b>SALARY:</b>	£23,580
<b>HOURS OF WORK:</b>	35 hours per week

## CREATE PAISLEY

CREATE Paisley (CREATE) is an innovative youth project at the heart of Renfrewshire (Paisley) which seeks to see **'young people transformed through creativity, community, confidence and finding their voice'**.

CREATE runs open mic nights, creative arts projects, youth forums, mentoring, etc., amongst other projects, in partnership with a wide variety of groups in the area, and is supported and run by a dedicated team of 40+ volunteers.

CREATE is founded upon a Christian ethos. The events and activities which CREATE run are underpinned by our vision and values: creativity, community, confidence and voice.

## PURPOSE OF JOB

CREATE recently adopted a new strategic plan and has ambitious plans to grow the organisation in line with our vision and local young people's needs and interests. In order to reach these goals, CREATE is looking to develop and grow our income, partnerships and support for volunteers.

CREATE is recruiting an Organisational Development Worker to develop and improve:

1. Fundraising and income generation
2. Partnership working
3. Evaluation and quality improvement
4. Volunteer Management

# RESPONSIBILITIES

## **Fundraising and Income Generation**

- Work alongside the Project Manager to develop an income development and fundraising strategy in line with strategic plan, agreeing annual income targets and budgets
- Develop, manage and implement a programme of research to identify and develop information on grants, trusts, individuals, corporations and statutory opportunities
- Produce bids and applications to grants, trusts, CSR programmes
- Maintain a database of funding opportunities and progress of applications
- Developing high quality materials, presentations and letters to send to funders, supporters and partners as required
- Develop a pack of information to help individuals who are interested in fundraising for CREATE
- Represent the organisation at relevant speaking engagements
- Ensure that all fundraising activities comply with current and relevant legislation and follow the best practice principles set out in the Institute of Fundraising Codes of Practice

## **Partnership Working**

- Develop partnership working with public sector, housing associations, charities etc. to increase CREATE's capacity to meet young people's needs and interests and to secure income streams to deliver this work
- Liaise with local organisations and agencies who are seeking the welfare of the target group and ensure an integrated service delivery with appropriate organisations.

## **Evaluation and Quality Improvement**

- Develop CREATE's approach to evaluation and measurement of activities to monitor how we are meeting our social objectives
- Work with the Project Manager to set realistic tools to measure outcomes and progress of projects, setting timelines for submission of evaluation, reports, questionnaires, attendance data etc.
- Attend activities, events as required to capture stories, photos and other qualitative evidence for funders
- Work alongside colleagues to conduct an annual review of services and programmes, measuring how CREATE is meeting local young people's needs and interests
- Monitor successful funding applications to ensure that CREATE meets its obligations to funders regarding progress and outcomes of projects

## **Volunteer Management**

- Oversee the delivery of our Volunteer Strategy, ensuring CREATE is meeting its aim to:
  - o Promote volunteering and recruit volunteers
  - o Enhance training, support and recognition of volunteers
  - o Ensure volunteers feel involved and have a voice

## **Other Duties**

- Work within the organisation's charitable objectives, vision and values
- Undertake personal skills development through review and appraisal, attending relevant training courses and keeping informed of developments and trends in fundraising
- Management of other team members in line with charity development and growth
- Occasionally carry out additional duties in conjunction with Create Paisley charitable objectives

# PERSON SPECIFICATION

## EXPERIENCE

Possession of a relevant fundraising qualification, or significant relevant experience in a fundraising and/or partnership role	Essential
At least two years' experience of writing successful funding bids	Essential
Experience of developing and implementing strategic plans	Essential
Experience of monitoring and evaluation	Essential
Experience of delivering projects to a deadline	Essential
Experience of leading teams	Desirable

## KNOWLEDGE AND UNDERSTANDING

Understanding of current and relevant legislation and best practice principles set out in the Institute of Fundraising Codes of Practice	Essential
Knowledge of the Creative Arts and Cultural sector in Scotland	Essential
Active/Practical understanding of Create Paisley's and vision and values (Creativity, Community, Confidence, Voices)	Essential
Working knowledge of Scottish Charitable law	Essential
An understanding of the Renfrewshire area	Desirable
An understanding of the history and ethos of Create Paisley	Desirable

## SKILLS AND ABILITIES

A proven ability to recruit, induct, train and supervise staff and volunteers	Essential
Excellent written and IT skills	Essential
Ability to manage medium to large budgets effectively	Essential
An ability to work flexibly	Essential
Ability to plan, manage and prioritise own workload and support others in managing and prioritising their workload	Essential
Ability to develop strong working relationships with partner organisations	Essential

## OTHER CRITERIA

Dynamic and confident individual able to initiate and implement plans	Essential
Flexibility in working, and positive approach to change	Essential
Employs a creative and imaginative approach to working	Essential
Enjoys the experience of working with young people and volunteers and demonstrates an interest in supporting their personal development	Essential
Full Driving License	Desirable

# TERMS & CONDITIONS

## **Staff Development**

There will be an induction programme with CREATE Paisley during the first four weeks in post. Training for further professional development may be provided if appropriate.

## **Criminal Record Disclosure**

The post entails working with vulnerable people. CREATE will request a PVG check prior to a formal offer of employment being made.

## **Conditions of Service:**

The post holder will be expected to adopt flexible working practices to suit the demands of the post. Evening or weekend work will be required for which time off in lieu will be awarded, in agreement with the line manager.

## **Annual Holidays:**

30 days' paid holiday during each holiday year or the pro rata equivalent if you work part-time. This includes nine bank holidays in Scotland or a day in lieu where we require you to work on a bank holiday.

## **Accountability:**

The post-holder will be accountable to the Project Manager and will receive regular supervision and yearly job appraisals. The frequency of the supervision meetings will be set with the Project Manager, and will take account of length of service, whether any development or change is in process, and individual preference.

## **Equal Opportunities:**

CREATE is an Equal Opportunities organisation and are committed to being an Equal Opportunities Employer.

## **Pension:**

CREATE complies with the employer pension duties in accordance with Part 1 of the Pensions Act 2008.

## **Notice of Termination:**

Your employment is subject to a probationary period of six months during which your contract may be terminated by one week's notice in writing by either side.

## **Travel:**

Some travel within Renfrewshire and beyond is required. If the post holder uses their own vehicle, a valid current driving licence and insurance covering the use of the vehicle for work purposes must be held. On these occasions, the mileage rate agreed by the Board will apply.

## **Privacy**

CREATE is committed to ensuring that your privacy is protected and that data collected will only be used in accordance with our privacy policy. CREATE does not sell or provide information to third party organisations and does not share your information with third party organisations for their benefit.