**East Dunbartonshire Voluntary Action (EDVA)**

**Job Description –Community Builder Development Officer**

**Job Title: Community Builder Development Officer**

**Salary: £22,710** paid monthly in arrears on or before the 25th of each month direct to your nominated bank or building society account.

**Hours of work:** 35 Hours per week.

**Holidays**: 20 days per year (increasing to 25 days after 1 years’ service), plus 12 public holidays (i.e. 6 fixed - 1 and 2 January; Good Friday and Easter Monday; 25 and 26 December - plus 6 floating).

**Pension:** EDVA offer a 6% pension contribution after 6 months in post. Full terms and conditions will be given to candidates offered the position.

**Probation:** Three months.

**Responsible to:** TSI Manager.

**Base:** East Dunbartonshire Voluntary Action in Kirkintilloch, but will be required to work with and from the base of member organisations, and generally other locations within East Dunbartonshire.

**Disclosure:** Does not apply for workload at the moment. If disclosure checks are required these will be paid for by EDVA.

**Overview:** This post aims to support the development of a vibrant, thriving and sustainable community led voluntary sector in East Dunbartonshire. It will do so through providing assistance, development and support for individuals and communities to set up voluntary sector groups as well as providing ongoing support and assistance to existing groups. The post will also work with a wide range of partners, including community councils in developing activity and capacity. In addition, the Community Builder will also ensure that the voluntary sector and community groups are involved in community planning and will engage with the local community planning partnership to ensure the sector is actively included and represented in the work of the partnership.

**Main Tasks:**

* Assisting and helping individuals and groups in the community to become voluntary sector organisations
* To provide assistance and advice to potential and active voluntary sector organisations around governance, financial management, funding and other areas relevant to community development
* To provide assistance and guidance on improvements for voluntary sector organisations in line with best practice
* Work with voluntary sector organisations in developing strategic and business plans
* Encourage voluntary sector organisations to join and participate in EDVA’s networks
* Encourage voluntary and community groups to work in partnership where appropriate and with agreed local priorities
* To work in collaboration with local community councils to develop community capacity including assistance with delivering local priorities
* To connect the sector with the Community Planning Partnership (CPP) and represent the sector on CPP groups and fora
* Ensure the sector is involved in delivering the Local Outcome Improvement Plan (LOIP)
* To work in partnership with the local Health Improvement Team to support the delivery of community based public health approaches that build capacity and improves the quality of life in local areas.
* Keep abreast of best practice approaches to community consultation and engagement, capability and capacity building and working in partnership.
* To ensure co-ordination and integration with the work of EDVA in relation to volunteering, partnership development work and developing the social economy
* Maintain up-to-date knowledge of relevant legislation and regulation
* Maintain up-to-date knowledge of the local voluntary sector
* Maintain up-to-date knowledge of the work of the Community Planning Partnership
* Record and evidence progress and input information on the MILO information system
* To disseminate and circulate good practice and innovative developments to appropriate local and national forums
* To undertake other necessary and reasonable duties as agreed with the EDVA Manager

**Person Specification:**

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| **Essential** | **Desirable** |
| **Experience & qualifications**   1. A qualification at HND level or above in Community Development, Social Science, Business Development or; 2. Relevant and substantial (over 3 years) work experience in a business/voluntary sector development or a community development setting. 3. Good experience and proven skills in providing the following support (**for at least four areas below**):  * Understanding accounts * Setting up an organisation * Staff management issues * Governance issues for Committees/Boards * Training provision * Business planning * Running meetings * Charity law * Events management * Fundraising * Inclusion issues – general * Supporting community engagement * Equalities * Working in partnership  1. An awareness of Community Planning Partnerships and the potential they offer for the voluntary sector. 2. Good working knowledge of community engagement and development, and understanding of its implications for the community/voluntary sector. 3. Some knowledge of the national/local policy context and initiatives that impact on the community/voluntary sector. 4. Experience of working to operational work plans, including monitoring and evaluation frameworks. 5. Ability to use case recording management systems (electronic or manual). 6. Ability to work on own initiative and as part of a team. 7. Experience of working with voluntary management committees either in a paid or voluntary capacity. 8. Report writing skills. 9. Computer literacy and knowledge of Microsoft packages.   13.Good administration skills | * Local knowledge * Driving licence |
| **Motivation & outlook**   1. Strong commitment to community development values and principles. 2. Strong supporter of the independence of the community and voluntary sectors. 3. Strong commitment to inclusion and equal opportunities. 4. Willingness to undertake training as required. |  |
| **Skills & aptitude**   1. Excellent communication and presentation skills. 2. Excellent critical thinking and problem solving skills. 3. Capacity to work in both formal and informal settings. 4. Ability to communicate complex policy issues in an accessible manner. 5. Competent in the use of IT/computer. 6. Ability to set and meet demanding deadlines. |  |
| **Personal qualities**   1. Excellent people skills and networking abilities. 2. Able to work independently, proactively and collaboratively. 3. Good team player. |  |