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| Registered charityno: **SC015053** | Registered **charity****no**: SC041459 | **CIC** (SC380816) | Partnership funded by the Scottish Government |

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| **Third Sector Officer - Job Description** |
| **Job Purpose**Third Sector Hebrides (TSH) is an umbrella organisation which includes Volunteering Hebrides (VH) and the Outer Hebrides Social Economy Partnership (OHSEP).You will be employed by Third Sector Hebrides where you will provide governance and other development support to the third sector. This will include providing services, support, training and advice to local charities, voluntary organisations, community groups and social enterprises. You will also be part of VH and OHSEP and support their work as Partner organisations on the Third Sector Interface for the Western Isles (TSI-WI). This will include working in partnership with community planning and public sector agencies, fostering relationships within the local third sector and between the sector and public bodies, and encouraging and supporting efforts to empower communities, engender social action and build social capital. |
| **Third Sector Growth & Capacity building**1. Undertaking Organisational Health Checks for boards of charities, voluntary organisations and social enterprises using the [Scottish Third Governance Code](https://goodgovernance.scot/governance-code/using-the-code/) and SCVO’s Good Governance Check-up as appropriate.
2. Providing services on behalf of TSH\* (e.g. on Governance, Organisational Development, Funding & Financial Management and Service Delivery & Planning) and/or sign posting third sector organisations to such services to improve their sustainability and capacity to deliver.
3. Identifying and promoting opportunities to develop and grow new third sector organisations and providing advice on the establishment of these (e.g. constitutions, [OSCR](https://www.oscr.org.uk/managing-a-charity/) compliance etc.).
4. Acting as a broker for potential third sector partnerships and providing advice on procurement and tendering.
5. Identifying and promoting funding initiatives and opportunities and providing advice on the completion of funding applications.
6. Representing the Third Sector and engaging with Officers at senior civil service, executive, director and/or head of service level and those working at an operational level to deliver services.
7. Being consciously mindful in all activities of the need for equality of access and taking positive steps to ensure equalities expectations are met and exceeded and are promoted by you in your work internally and with external organisations.
8. Keeping abreast of sector developments, new legislation and relevant local and national government policy and bringing these to the attention of TSH and TSI-WI colleagues as appropriate.

**Representing the Third Sector & Facilitating** **Community Empowerment**1. Arranging, promoting, and publicising TSI-WI Third Sector Forum events and online discussion boards and meetings.
2. Working in partnership with local authority colleagues to respond to locality needs identified through Community Planning Partnership priorities.
3. Providing information in an accessible format and facilitating effective third sector engagement and participation in the development and scrutiny of public policy and the delivery of public services.
4. Developing and maintaining professional relationships with all stakeholders based on openness, mutual trust, and personal integrity.
5. Undertaking a functional third sector lead as required on the OHCPP, the Integration Joint Board and other external bodies including the Scotland wide TSI network and the Northern TSI Region as a substantive or proxy member.
6. Using [Place Based Principles/Standards](https://www.gov.scot/publications/place-principle-introduction/) and promoting the principles of co-production and community engagement (including the use of the [National Standards for Community Engagement](https://www.scdc.org.uk/what/national-standards/) and [VOiCE](http://www.voicescotland.org.uk/voice/)) as required.
7. Developing an awareness of Participatory Budgeting and actively seeking out opportunities and sources of funds to promote this locally.

**Policy Development, Continuous Learning, Improvement, Administration and Training**1. Actively engaging in Strategic, Business and Policy Planning activities for TSH and the TSI-WI, including drafting, and preparing these, compilation of annual and/or end of year reports for internal and external consumption using ‘How Good Is Our Third Sector’ as appropriate
2. Actively engaging in EFQM as agreed by the TSI-WI Partnership and/or TSH.
3. Monitoring and reporting on activities and proposing service and policy changes to the TSI-WI Partnership and TSH to improve performance.
4. Ensuring that any local community development work undertaken by VH and/or OHSEP on behalf of the TSI-WI aligns with the priorities and themes of the Outer Hebrides Community Planning Partnership (OHCPP), Local Outcome improvement Plan, and other relevant local action plans.
5. Drafting, and undertaking surveys and writing follow-up reports based on analysis of returns and participating in other agency surveys, research activities, and academic interviews as required.
6. Preparing reports as directed. As well as the preparation of internal reports, this will include reports for submission to external agencies including the OHCPP, the Scottish Government and Parliamentary Committees.
7. Drafting agendas and minutes and post meeting briefing notes.
8. Promoting and engaging in local and national consultations and, where required, collating submissions and formatting these into a coherent response.
9. Identifying, writing, and promoting Case Studies (Lived Experiences) to illustrate best practice.
10. Actively participating in induction, training, and a personal development plan to include equality and diversity training.
11. Contributing to the design and delivery of training, internally and externally as directed.

**Media & Promotion**1. Draft and submit press releases as directed.
2. Producing regular and relevant content for publication on TSH and TSI-WI websites, FACEBOOK, and Twitter.
3. Drafting and formatting up-dates on relevant third sector activities, policy and service initiatives, consultations regulations, and legislation, for publication on TSH and TSI-WI websites, FACEBOOK, and Twitter.
4. Actively promoting the activities of TSH and the TSI-WI to ensure awareness of the relevancy of TSH and the TSI-WI locally.
5. Promoting the third sector and social enterprise model at business and networking events.
6. Other such duties appropriate to the post that support the furtherance of aims, objectives, plans and priorities of TSH and the TSI-WI.
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\*References to TSH include VH & OHSEP