

Development Officer (Representation and Participation)

Hours: 35 hours a week

Salary: £23,080

Responsible to: HTSI CO

Based: Dingwall

Post is initially for a fixed period of 12 months.

Role Description:

The post will be one of a team of development officer within HTSI but with a specific regional wide remit for promoting the participation of the Third Sector in decision making forum and their contribution to policy, both nationally and regionally. This specific role will work with existing representatives elected from within the HTSI membership to support them in undertaking their responsibilities, including the circulation of communication and engagement within the membership.

The post holder will be responsible for leading on developing the representative pathway in Highland, the recruitment and development of representatives and the co-ordination of policy response on behalf of Members of HTSI.

Key Tasks:

1. To maintain a personal competency in relation to the needs of the role, including but not limited to, an in-depth knowledge and understanding of the policy and decision-making landscapes in Highland and across Scotland.
2. To develop and maintain a library of templates and guidance for representatives to use within their role.
3. To arrange and host the Third Sector Representative Forums and other meetings, including consultations and engagement with the Sector on Public Policy items or consultations.
4. To deliver training and a performance framework for representatives within Highland from the Third Sector.
5. To produce and maintain content for the HTSI website and other platforms as necessary and relevant to the role.
6. To support the publication and circulation of policy statements on behalf of members, alerting them to opportunities to input both regionally and nationally to new policy developments.
7. Supporting the promotion of active participation within communities, regionally and nationally within the Third Sector in Highland, including participating in elections, local ballots and votes.
8. To contribute to the production of the HTSI Annual Report and other external communications for wider stakeholder information.
9. To work collectively across the development team and wider HTSI organisation collaboratively, respectfully, fairly and honestly; always undertaking to represent the organisation in an appropriate manner and with the integrity expected by HTSI.
10. To undertake any other reasonable task required of the post by the line manager.

PERSON SPECIFICATION

1. Experience

- 1.1 Experience of working within the Third Sector for more than two years
- 1.2 Experience of the implementation and upkeep of work planning
- 1.3 Experience of Policy development and writing.
- 1.4 Experience of delivering training and/or hosting and facilitating meetings
- 1.5 Experience of leading on communication and engagement
- 1.6 Experience of working within a community setting.

2. Knowledge and skills

- 2.1 Knowledge of the third sector, ideally within Highland and/or a rural area.
- 2.2 Knowledge of political systems and key public authority structures within Highland and more widely within Scotland
- 2.3 Knowledge of key policy areas of interest and relevance to the Sector
- 2.4 An ability to write and communicate to a very high standard.
- 2.5 An ability to engage with a wide range of people including within communities and government.
- 2.6 A high competency in articulating complex ideas.
- 2.7 Knowledge of the role and functions of an Interface, specifically the Highland TSI.
- 2.8 Good presentational skills, including the ability to create and use PowerPoint.
- 2.9 Good Computer and IT skills including – Microsoft, Windows and Excel, Facebook and twitter
- 2.10 Some awareness of filming, social reporting and/or other digital engagement tools would be an advantage but isn't essential.

3. Personal qualities

- 3.1 Self-starter, proactive and excellent organiser with the ability to work to project management level.
- 3.2 Leadership skills and an understanding of which style of leadership is appropriate for a given situation.
- 3.3 Negotiation, representation and influencing skills.
- 3.4 Good interpersonal skills – flexibility for different audiences, tact, diplomacy, adaptability.
- 3.5 Honesty and integrity
- 3.6 Approachable, confident and at ease with others.
- 3.7 Ability to work as part of a team and under pressure.
- 3.8 Commitment to the principles of confidentiality, and equality of opportunity