**Development Officer (Governance and Organisational Development)**

**Hours:** 35 hours a week, occasional weekends and evenings

**Salary:** £23,082, progressing to 25,239

**Responsible to:** TSI Services Manager

**Based:** Dingwall

**Role Description:**

The post will be one of a team of new development officer posts specifically intended to work closely with Third Sector Organisations (TSOs) throughout the Inner Moray Firth. This specific role will work with newly establishing TSOs and those needing support around their governance or strategic planning. The post will also support crisis management and intervention within TSOs requiring support, enterprising activity and new assets.

The post holder will be responsible for leading advice and guidance to groups around these topics, ensuring that they are informed of the regulatory and legal information necessary. They will also support the broader work of HTSI in developing a strong Third Sector across the Highlands, including delivery of training, workshops and policy development relevant to the speciality areas connected with this post.

**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 regulatory and legal aspects of running a TSO, good practice in governance, charity law and funding practices.
2. To develop and maintain a reference library of relevant information, referral options and guides from which to advise and guide TSOs.
3. To support TSOs on a one to one basis with advice and guidance, maintaining accurate case records and systems recording these interactions.
4. To deliver training and advice session to TSOs within the Inner Moray First and across Highland as necessary.
5. To produce and maintain content for the HTSI website and other platforms as necessary.
6. To support the publication and maintenance of a wide range of ‘self-help’ tools and packs on the HTSI website which will help organisations to manage their responsibilities.
7. Supporting the promotion of the Third Sector, its role and importance within Communities; encouraging new developments and sharing information to support community development
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. Experience of working within the Third Sector for more than two years
   2. Experience of the implementation and upkeep of work planning
   3. Experience of Third Sector Governance and charity regulation
   4. Experience of delivering training and/or one to one advice work
   5. Experience of development within a small/medium organisation.
   6. Experience of governance from the perspective of working or volunteering within the Third Sector.
   7. Experience of facilitating and working within a community setting
2. Knowledge and skills
   1. Knowledge of the third sector, ideally within Highland and/or a rural area.
   2. Knowledge of existing support, training and tools available to the Third Sector in Highland
   3. Knowledge of charity law/regulation
   4. Knowledge of infrastructure support for TSOs
   5. An ability to write and deliver training to a high standard
   6. A high competency in oral and written communication skills – graduate level or equivalent.
   7. Knowledge of the role and functions of an Interface, specifically the Highland TSI.
   8. Good presentational skills, including the ability to create and use PowerpPoint.
   9. Good Computer and IT skills including – Microsoft, Windows and Excel, facebook and twitter
   10. Some awareness of filming, social reporting and/or other digital engagement tools would be an advantage but isn’t essential.
3. Personal qualities
   1. Self-starter, proactive and excellent organiser with the ability to work to project management level.
   2. Leadership skills and an understanding of which style of leadership is appropriate for a given situation
   3. Negotiation, representation and influencing skills
   4. Good interpersonal skills – flexibility for different audiences, tact, diplomacy, adaptability.
   5. Honesty and integrity
   6. Approachable, confident and at ease with others.
   7. Ability to work as part of a team and under pressure
   8. Commitment to the principles of confidentiality, and equality of opportunity