



DEVELOPMENT WORKER - Job Description

1	Title	Development Worker
2	Main Office	Based at Galashiels office
3	Purpose of job	<p>The Bridge is a membership-based community development organisation and a partner in the Borders Third Sector Interface (TSI). We support Borders communities and Third Sector organisations by providing capacity building support and practical help on a range of issues; we also represent the interests of the Third Sector within the community planning partnership and provide information/communication links between partners in both the statutory and Third Sector. We operate from premises in Galashiels, Jedburgh and Peebles to cover the Scottish Borders, in association with our partners in the TSI.</p> <p>The role of the Development Worker (DW) is to deliver a capacity-building development support service to new and existing Third Sector organisations.</p>
4	Level of responsibility	The Development Worker will work on their own initiative and as part of a team to provide this support.
5	Responsible to	The DW is responsible to The Bridge Board through the Executive Officer (EO), with day to day support in respect of the service provided by the Area Managers in Tweeddale and Roxburgh (who also have a development support role).
6	Key Responsibilities	
6.1	Professional	<p>The DW will:</p> <ul style="list-style-type: none"> • Undertake any training required which is relevant to the post. • Maintain up to date knowledge of best practice in voluntary and community development sector activity. • Maintain statistics in respect of the development support provided.
6.2	Strategic	<ul style="list-style-type: none"> • Work actively to achieve the targets in The Bridge Business Plan and the TSI Work Plan; • Engage in the monitoring and evaluation procedures laid down by The Bridge; • Comply with the policies and procedures set by The Bridge Board.

providing community and voluntary sector support

Scottish Borders Community Development Company (operating as The Bridge)

Registered in Scotland as a Company Limited by Guarantee No. 305830: Scottish Charity No. SC037646

VAT Reg. No. 918 1477 11 Registered/Head Office: 3 Roxburgh House Court, Roxburgh Street, Galashiels, TD1 1NY

www.the-bridge.uk.net



The Bridge

6.3	Organisational	<p>The DW delivers a capacity-building development support service to new and existing organisations, primarily in the Central Borders area, which will involve:</p> <ul style="list-style-type: none"> • Organisation and project development and business planning; • Legal structures and charity status; • Compliance with all applicable regulations; • Community engagement, surveys and action plans (geographical communities and communities of interest); • Developing networks; • Identifying funding opportunities and assisting with applications; • Dissemination of information as appropriate.
6.4	Other	<p>The DW attends a range of partnership meetings in respect of the local area. These may involve:</p> <ul style="list-style-type: none"> • Learning Community Partnerships; • Health & Social Care Integration Locality Groups; • Community Transport; • Other meetings with statutory and Third Sector partners;
7	Terms and conditions	
7.1	Employment conditions	<p>The post is part-time (20 hours per week), primarily worked over Monday to Thursday. The DW may be required to attend evening meetings, as appropriate for a community support service.</p> <p>Overtime is not paid; we operate a Time Off In Lieu system.</p> <p>25 days paid annual leave (pro rata) and 11 days Public Holidays paid (pro rata). At least 4 days must be taken over the Christmas/ New Year period when the office is closed.</p> <p>Willingness to be a PVG Scheme member (disclosure).</p> <p>A driving licence and access to a car is desirable.</p>
7.2	Salary scale and grade	Scp 24 £22,546 (pro rata £12,883.45)
7.3	Benefits	Travel expenses are paid at 40p per mile, as authorised by the EO.
7.4	Variations	The Bridge receives annual grant support from Scottish Government as part of the Borders TSI. Any increase or decrease in the level of funding available could have an impact on this post.

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DEVELOPMENT WORKER - Person Specification

Essential	Desirable
<p>Relevant educational qualifications and/or significant past experience.</p> <p>An understanding of the Third Sector and the environment in which it operates (including charity regulations and good governance).</p> <p>Ability to engage with volunteers and staff in the Third Sector and Public Sector.</p> <p>Ability to produce written reports.</p> <p>Ability and track record of establishing and maintaining effective, informal networking and multi-agency working.</p> <p>IT literate with good knowledge and experience of Microsoft Office applications and online databases.</p> <p>Knowledge and experience of planning, target setting, monitoring and evaluation.</p> <p>Able to work independently and pro-actively with a minimum level of supervision.</p> <p>Good time management.</p>	<p>Community development experience.</p> <p>Knowledge of funding applications, tenders and generating income</p> <p>Knowledge of constitutions and legal structures.</p> <p>Ability to take Minutes or Notes of meetings.</p> <p>Knowledge of updating websites and use of social media</p> <p>A driving licence and access to a car.</p>