

**Social Enterprise Officer**

**Job Description**

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| **Employer**  **Job Title**  **Hours**  **Leave**  **Responsible to**  **Closing Date**  **Interview Dates** | Voluntary Action Angus  Social Enterprise Officer  35 hours per week  20 days annual leave and 12 public holidays pro rata  Chief Executive Officer  1st April 2022 - 12 noon  15th April 2022 |
| **Job Purpose** | This post will help create a buoyant culture of Social Enterprise, building on progressive partnership working and entrepreneurship throughout the county.  Leading on the strategic development as an employee of Voluntary Action Angus as the Third Sector Interface (TSI) the post-holder will help deliver on a local and national ambition helping to re balance the local economy.    The post holder will also be the principal strategic officer for advancing social enterprise at policy level supporting the Angus Social Enterprise Partnership and the continued development Angus Social Enterprise Network. As a member of Voluntary Action Angus Leadership team this post requires an individual with good leadership skills, experience of working in a social enterprise development setting or knowledge of partnership working. The post holder will also help TSI and social economic development across the Tayside area. |
| **Main Duties** | * Contribute to the achievement of Voluntary Action Angus’ overall organisational objectives and targets * Build the capacity and confidence of individuals who are wishing to start up a social enterprise, including business planning support * Build local micro enterprise organisations to develop and respond to future care needs * Foster growth within social enterprises, increase trading activity, innovation and business development * Raise awareness and increase understanding of the work of social enterprise within Angus and the added value it brings * Engage effectively with partners and other external organisations * Foster a culture of mutual support and co-operation amongst social enterprises and arrange networking events * Identify training needs and co-ordinate a training programme and events * Represent Voluntary Action Angus at a range of working groups, meetings and networks relevant to the social enterprise sector * Provide reports and updates on activities * Support the development of Angus Social Enterprise Network |
| **Other Duties** | The job description is a broad picture of the post at the time of preparation. It should not be seen as an exhaustive list of all possible duties and will be subject to review from time to time. The post holder may be required to undertake such other duties as may be required. Social Enterprise Officer work plan is attached to give a better oversight of what the role entails. |