**Job Description**

|  |  |
| --- | --- |
| Job Title | Community Engagement Officer (Wigtownshire & The Stewartry) |
| Line Manager | Community Engagement Manager (West) |
| Salary | £22,957.60 |
| Working Hours | 35 hours per week (job share will be considered) |
| Location | Based in Stranraer/hybrid working |

**Our organisation**

The purpose of Third Sector Dumfries and Galloway is to improve the quality of life of the most vulnerable and disadvantaged within Dumfries and Galloway. We do this by working with third sector partners and public sector agencies to identify areas and communities of greatest need, design responses and create an environment for innovation and growth.

**Job Summary**

The role of Community Engagement Officer is an outward-facing role for the organisation; the role works directly with voluntary organisations, charities, and volunteers to deliver our objectives.

The Community Engagement Officer will work as part of a team led by our Community Engagement Managers. The team’s main responsibility is to support and develop third sector organisations, delivering workshops, training and other information sessions to third sector organisations located across Dumfries and Galloway. Services are delivered in person or online.

This role is an excellent opportunity to use your engagement skills in a variety of different ways.

**Main Duties and Responsibilities**

|  |
| --- |
| All Community Engagement Officers are linked to a geographical area of Dumfries and Galloway and meeting with other organisations will be an essential part of this work. This post covers Wigtownshire and the Stewartry. |
| **Engagement Activities**   * Provide training, advice and information to voluntary organisations as part of the TSDG support programme to the third sector * With support from the communications team, deliver a series of events which address local priorities and needs, in line with TSDG’s objectives and based on core services. * Support the Community Engagement Manager with locality hub(s) and key stakeholders in the community to ensure that the needs of our communities are recognised and met. * Record information, monitor and report on all contact and engagement with stakeholders * Supply information from events as required to maintain the client database * Support the Volunteering Officer and Employability Manager to design and deliver events which attract and support volunteering and employability. * Working with TSDG social enterprise specialists, help to deliver actions in the social enterprise strategy and action plan   **Partnership Working**   * Build and maintain relationships with key third sector organisations * Manage a portfolio of third sector organisations which require support in change management * Gather evidence for the database for reporting * Provide information and case studies gained from events, partner engagement and strategic collaborations for use in TSDG communications and client database * Contribute to the continuous improvement of TSDG activities   **General**   * Adhere to TSDG’s policies and procedure. * Work within agreed budgets and timescales. * Carry out other duties as may be reasonably assigned from time to time. * Uphold the values of TSDG * Cover requirements in other geographical areas where necessary (e.g. during annual leave of another Community Engagement Officers) |

The post is responsible for actively promoting and representing TSDG by working with a broad range of stakeholders, including:

* Key partners and prospective partners
* Dumfries and Galloway Council ward officers and managers
* NHS and Health and Social Care Partnership staff at locality level
* South of Scotland Enterprise community development advisors

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Skills, Knowledge & Experience** |  |  |
| Able to establish business relationships with a broad range of individuals and organisations | x |  |
| Plan and manage workload | x |  |
| Active listening skills | x |  |
| Ability to capture and analyse information | x |  |
| A good understanding of the issues pertaining to Employability |  | x |
| Broad knowledge and understanding of the third sector |  | x |
| Ability to work as part of a team, share knowledge and benefit from experience of others | x |  |
| Ability to use email, create documents and spreadsheets | x |  |
| Experience of delivering training, via online platforms and in person |  | x |
| **Education/Qualifications** |  |  |
| Educated to degree level or equivalent |  | x |
| **Personal Qualities** |  |  |
| Self-motivated | x |  |
| Committed to improvement | x |  |
| Customer focussed | x |  |
| **Other Requirements** |  |  |
| Valid driving license and access to a car with business insurance for work purposes | x |  |
| Commitment to equal opportunities | x |  |