



# VASLAN

SOUTH LANARKSHIRE

*Third Sector Interface*

**JOB DESCRIPTION: Social Enterprise Network Co-ordinator**

Part-Time (21 or 28 hours p/w), Holidays: 25 days per year

Salary: £26,632 pro rata

**Duration:**

The post will be on a fixed-term basis until 31<sup>st</sup> March 2025.

**Location:**

VASLan operates a hybrid working model. This post will be based in Hamilton, with South Lanarkshire-wide travel and flexibility to work remotely within a blended week.

**Accountable to:** Localities Lead

**Organisational Profile:**

VASLan is South Lanarkshire's Third Sector Interface (TSI). The Scottish Government requires a TSI to operate across four key areas of activity. These key areas fall under the following;

Central Source of Knowledge:

About the third sector locally. Local and national policy and how it might affect the third sector, communities and citizens, and how the third sector can contribute to those agendas.

Voice:

We are ensuring a robust third-sector voice at a strategic level within local and national planning structures.

Building Capacity:

We are developing the capacity of volunteering, community groups, voluntary organisations, and social enterprise to achieve positive change.

Connect:

Providing leadership, vision and co-ordination with the local third sector to better respond to local priorities, including through partnership and collaboration.

## **Job Purpose:**

This role will be a shared resource for our Social Enterprise Network, facilitating peer support and sharing training and resources whilst building networking opportunities across the sector. You will support network members to collectively deliver enterprising local services, build SE resilience, and build community strength and confidence around Social Enterprise. Engage with our young people, and take account of green issues through action on a climate lens.

## **Responsibilities:**

- Build the capacity and capability of our members as individuals and Social Enterprises
- Raise awareness and increase the understanding of the work of Social Enterprise and the value that it brings
- Foster a culture of mutual support and co-operation amongst Social Enterprises, informing members of issues, developments and opportunities
- Foster member-led growth within the sector, including taking forward initiatives that will increase trading activity, innovation and business development
- Help Social Enterprises locally become more sustainable socially, economically and environmentally
- Undertake a strategic, governance and operational development of SL SEN in consultation with relevant stakeholders
- To increase and sustain the SL SEN membership with a wide range of South Lanarkshire based Social Enterprises
- To arrange meetings, training and events as agreed by SL SEN
- To respond to policy and consultations on behalf of SL SEN
- Co-ordinate from start to finish the measuring, recording and evaluation of the impact of this work
- Supporting the digital capability of the TSI in key areas, including impact, data integrity and reporting, making full use of our CRM system.
- To represent VASLan as required/appropriate at local and national meetings/events.
- Providing VASLan representation at relevant meetings and working with external partners/bodies as appropriate.
- Provide written reports on progress against agreed actions and key work areas, where appropriate.
- With timely delivery against targets/actions and with the Localities Lead, oversee activity associated with identified delivery areas.
- Carry out all work-related tasks in line with the policies and procedures. To perform other similar and appropriate duties as required.

This job description is a broad picture of the post at the date of preparation. Post Holders may be required to carry out additional duties to fulfil the job's purpose and respond positively to changing business needs.

**Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
Experience	<p>Experience working directly with communities</p> <p>Experience in project management at a delivery level.</p> <p>Experience working directly with emerging and established Social Enterprises.</p> <p>Experience in identifying, developing and delivering training.</p> <p>Experience in developing resources across multiple platforms that support Social Enterprises.</p>	<p>Degree in relevant subject</p> <p>Project management qualification</p> <p>Train the Trainer qualification</p>
Knowledge	<p>Knowledge and experience of working within Social Enterprises.</p> <p>Knowledge and experience in community capacity building.</p> <p>Knowledge of local Third Sector landscape.</p> <p>Knowledge of community capacity building.</p> <p>Good knowledge of Microsoft products.</p>	<p>Knowledge of working with databases</p> <p>Willingness to undertake personal development plan and training</p>
Skills and abilities	<p>Ability to communicate and present information clearly and concisely and pass on information accurately and efficiently. Good literacy, numeracy and presentational skills.</p> <p>Ability to communicate with people from different backgrounds and skills with respect and patience. Strong written and verbal communication skills.</p> <p>Ability to work to deadlines and prioritise tasks.</p>	<p>Ability to work on own initiative and as part of a multi-agency team</p>

	<p>Excellent organisational and planning skills and attention to detail.</p> <p>Ability to work independently and collaborate internally.</p> <p>To be flexible in changing priorities as required.</p> <p>Able to travel independently across the South Lanarkshire area.</p>	
Other	<p>Open-minded and non-judgemental</p> <p>Good timekeeping and willingness to work flexibly.</p>	