**Capacity and Infrastructure Development Programme**

**Designation:** Capacity Building Consultant (CBC)

**Starting Salary:** £28,000 PA + 4% pension

**Hours of Work:** Full-time 35 hours per week,

**Annual Leave:** 25 days per year + public holidays

**Contract:** Fixed-Term from: ASAP to 31st March 2026

**Location:** Glasgow based with a combination of office and home working

**Main Purpose of the job**

To provide capacity building and infrastructure development support to ethnic minority (EM) third sector organisations in the Glasgow City Council area.

**Specific Duties and Responsibilities**

* To work with EM organisations across Glasgow and provide infrastructure and capacity building support based on their need.
* To use the CEMVO Scotland diagnostic toolkit (DTK) to conduct an initial analysis of the organisation producing a report with recommendations to further capacity.
* To co-produce an action plan based on priority areas and execute the action plan with the organisation
* To evidence and collate a ‘portfolio’ for each organisation to document their journey.
* To provide appropriate training based on need to further the organisation’s capacity
* To attend networking meetings and strategic development forums to ensure issues facing EM organisations and communities are highlighted
* To develop close working links with funders, statutory and public bodies to identify opportunities for ethnic minority third sector organisations to attract funding.
* To contribute to monitoring and evaluation processes to ensure that the capacity building programme is running to schedule and meeting targets.
* Provide regular project progress updates to line management.
* To encourage co-operative and joint working within the EM third sector and to work with organisations to assist them in promoting good management practices.
* To contribute to the development of the CEMVO Scotland third sector databases as appropriate.
* To work evenings and weekends on an occasional basis as required.
* To undertake such other relevant duties as may be required from time to time and which are compatible with the main purpose of the post and its level of responsibility.
* To provide regular and end of year reports to the line management and to funders when requested
* This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required by employees in this role. The organisation reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation’s business.

**PERSON SPECIFICATION**

**ESSENTIAL**

* Knowledge and at least 2 years’ experience of providing capacity building support within the third sector – such as business planning, marketing, funding application support, robust financial systems, good governance.
* Good communication and inter-personal skills
* Good written communication / report writing skills
* Experience in designing and delivering capacity skills training in good governance, business planning and marketing
* Knowledge and experience of the funding arena in Scotland and experience with submitting project proposals to funders
* Excellent self-management skills, working to tight deadlines, demonstrable experience in managing a portfolio of clients/organisations over a period
* Commitment to the development of the ethnic minority third sector, as well as a good understanding of race equality and issues affecting the sector
* Ability to network and advocate for EM communities and organisations
* Successful track record of achieving positive outputs in managing projects
* Good organisational and IT skills

**DESIRABLE**

* Proficiency in using online meeting platforms such as Microsoft Teams or Zoom.

Application Packs can be requested at: [info@cemvoscotland.org.uk](mailto:info@cemvoscotland.org.uk),

If you would like more information about the post, please email Shaista Asghar on [shaistaasghar@cemvoscotland.org.uk](mailto:shaistaasghar@cemvoscotland.org.uk)

**Completed applications should be sent to:** [info@cemvoscotland.org.uk](mailto:Enquiries@cemvoscotland.org.uk)

Closing Date for Applications: **Wednesday 15th March 2023**