



Development Officer Job Description

The need for this role

This is an exciting and challenging opportunity to work with a driven team of social enterprise and community developers in one of Scotland's most well regarded and effective social enterprise support providers. Community Enterprise Ltd is a well-established third sector support organisation with a progressive outlook and a diverse portfolio.

As our sector coped with the huge demands of the coronavirus pandemic and now increasing running costs amid the cost-of-living crisis, the need for support and assistance across Scotland, and the demand on our services, has grown significantly. We are looking to grow our Development Team to meet that demand. The post involves delivering capacity building and development support to a wide range of clients and projects across Scotland.

We are particularly keen to enhance the capacity and skillset of our development team by recruiting someone with skills in social impact measurement to undertake external evaluations and support clients to build a knowledge of how to monitor and report on the difference they make. The successful candidate will be able to deliver this alongside broader development work.

Workplace values

- Building relationships
- Empowering people
- Developing our expertise
- Dynamic innovation
- Giving back

Job Title Development Officer

Job Purpose To deliver development support and capacity building to third sector organisations to assist them to become sustainable. Community Enterprise operates largely as a social enterprise consultancy agency so much of your role will be that of a consultant undertaking specific pieces of work as well as providing free capacity building and mentoring.

Accountable to Development Team Manager

Main Duties

The post holder will

1. Contribute to the achievement of Community Enterprise's overall organisational objectives and targets.
2. Work as a member of the Development Team to deliver a programme of consultancy, advice, learning and support activities for existing and emerging social enterprises. These organisations can range from established social businesses to smaller voluntary sector organisations concerned about their sustainability as well as new and emerging individual social entrepreneurs.

3. Identify and analyse the key issues affecting individual organisations and communities and lead on creating appropriate documents and reports and plans. This can include Feasibility Studies, Options Appraisals, Community Action Plans, Research Papers, Marketing Plans, Funding Strategies and Business Plans as well as Evaluation Reports. You must be able to write well.
4. Undertake market research and community consultation, from survey design and analysis to stakeholder interviews, open meetings, on-line research and community consultation.
5. Organise and participate in the delivery of a programme of business support and/or training appropriate to organisations.
6. To contribute to research projects, evaluations and impact assessments.
7. Support programmes appropriately whether they are based on free support or on a paid-for contractual relationship.
8. Represent Community Enterprise at business meetings, seminars and conferences relevant to the Social Enterprise and broader Third Sector.
9. Collaborate with co-workers engaged in other Community Enterprise ventures to ensure a joined up, added value approach.
10. Prepare regular reports on activities for the Development Team Manager and keep CRM records up to date.
11. Such other tasks as may be required which are consistent with the duties and responsibilities of the post.

Person Specification

- Real experience, aptitude, values, fit with team and a sensitivity to the enterprising third sector are more important to us than formal qualifications. With that said, accredited training or qualifications will be viewed positively. This post needs someone who can combine analytical skills with a practical and sensitive approach to a range of people and situations. Excellent and quick written skills are crucial. Demonstrable experience in social impact measurement and developing evaluation frameworks would be ideal. Although this is only part of the role, we need to enhance this skill set in our team due to demand from our clients.

Specifically, we're looking for someone who is.

- Confident, self-motivated and proactive with good organisational skills
- Someone who can gather information intelligently, analyse data and articulate it well in writing. The post holder will be a great writer who can bring together large volumes of information into coherent reports.
- Experienced in a third sector support role, either in consultancy or capacity building
- An excellent relationship builder with clients and partners from a range of backgrounds: ideally someone who clients warm to and trust
- Someone who can turn their hand to chairing large meetings as well as interviewing individuals.
- Experienced in supporting trading ventures and has generic business development skills.
- Able to problem-solve and design and implement solutions.

- Comfortable with digital solutions to challenges as this becomes increasingly a part of the third sector's way of working.
- Knowledgeable about the voluntary, community and social enterprise sectors and the current key issues
- Able to match commercial reality with social aspirations.
- Experienced in undertaking evaluations and developing impact measurement frameworks if possible.
- An excellent team player and willing to share skills and knowledge with co-workers.
- Someone with a strong work ethic. We are renowned for going the extra mile and have a hard-working team. This is a busy job, and the post holder must be happy with a significant workload and tight deadlines.
- Ability to manage their time effectively, multitask and work on several projects simultaneously.
- Proficient in the use of technology and willing to learn new ways of working as needed.
- Willing to travel across Scotland or further afield with occasional overnight stays when required. Willing to adopt flexible working patterns: at times work needs to be delivered in the evenings or weekends to suit clients.

Hours

We are hoping to recruit a full-time post (37.5 hours) but may consider other options such as part time or job share, for the right candidate.

This job will include some weekend and evening work where projects require it, for which time off in lieu will be available.

Duration We hope that this will be a permanent position (subject to a successful 6-month probation period) but at the moment, we are structuring this as a 2 year post initially to ensure it fits with the changing needs of the organisation.

Remuneration £33,000

Location

Based in West Lothian. We operate on a flexible blended model. We generally expect full-time workers to spend one day a week in-office, with the remainder of time working remote both from home and in the field. Travel throughout Scotland will be required. The post holder must hold a clean driving license.

How to Apply

Please complete the attached application form

Email to maria@communityenterprise.co.uk

Closing date: 12 noon, 24th April

Interview date : Week commencing 1st May

Further information

If you'd like to discuss the work of Community Enterprise, please contact Judith Eele, Senior Development Officer at judith@communityenterprise.co.uk or call 07927 118 995.