



JOB DESCRIPTION

THIRD SECTOR SUPPORT ADVISER (TSSA)

Post: Third Sector Support Adviser (Cowal and Bute)

Reporting to: Chief Executive

Annual Leave: 35 days inclusive of public holidays (pro rata)

Location: Home working

Salary and Benefits: £27, 011 plus £100 pcm home working allowance, annual training allowance and contributory pension scheme

Main Purpose of Post

This post is an integral post within the core functions of Argyll and Bute Third Sector Interface and encompasses support to third sector organisations at all levels and support to volunteer involving organisations. Working in partnership with other third sector organisations is key to the success of this role; the role is wide ranging and challenging, requiring great interpersonal skills and the ability to form positive relationships with a range of stakeholders.

Principle Responsibilities

Delivery of high-quality support, information and advice service to all third sector organisations by:

Listening: to take time to listen to the diversity of our sector locally and to gather evidence that will help promote the interests of the sector and those with lived experience.

Transparency: to share information gained in sectoral meetings proactively and to demonstrate why certain decisions have been made and by which bodies.

Accountability: to be actively accountable to the sector and to develop dynamic mechanisms where this can take place.

Innovation: to encourage innovation in the third sector by embracing technology and best practice no matter its source.

Collaboration, partnership and co-production: to invest time in developing mechanisms for this to flourish and to encourage other local partners to embrace these mechanisms in a meaningful way.

- These responsibilities will include, but are not limited to;
 - Advice, guidance and support to establish a new group
 - Assistance with grant funding
 - Information and advice to voluntary committees, boards of Trustee Directors on matters such as structure, governance, management, planning, charitable and company status, compliance and policy
 - Increasing the capacity and sustainability of third sector organisations
 - Social enterprise support and advice
 - Deliver bespoke training tailored to the needs of Argyll and Bute's Third Sector landscape mainly using technology platforms
- Support on matters relating to the recruitment, retention and management of volunteers



- Plan and deliver a schedule 1-2-1 support sessions in person or virtually using where appropriate the Argyll and Bute TSI Health Check and strategic review tools.
- Contributing as required to the continual development of the Argyll and Bute TSI Health Check tool.
- Updating and reporting on activity to line manager as required.
- Reporting against Scottish Government requirements and outcomes as required
- Supporting the delivery of volunteering
- Attendance at staff meetings and keeping up to date on the latest policy, research and guidance relevant to Argyll and Bute and our sector
- Contribution to and support the overall strategy and development of Argyll and Bute Third Sector Interface including attendance at Community Planning meetings.
- Other duties commensurate with this post and with the strategic direction of Argyll and Bute Third Sector Interface.

This post is self-serving administratively.

The post holder will undertake any other tasks which may arise due to changes in remit, funders' requirements or which support the strategy of Argyll and Bute Third Sector Interface.

Outline person specification (draft)

Criteria and Assessment		
E = Essential A = application D = Desirable I - Interview		
Education and/or professional qualifications		
D1	Educated to SCQF level 9 (see https://scqf.org.uk/about-the-framework/interactive-framework/)	A
D2	Evidence of commitment to lifelong learning and CPD	I
Experience and transferable skills		
E1	Experience of working with customers in a service or member driven environment or demonstrate transferable experience and skills	A and I
D3	Experience of working in the third sector or the care sector or demonstrate transferable experience and skills	A and I
Specific job-related skills, abilities and knowledge		
E2	Ability to communicate verbally and in writing with busy local third sector organisations to find out	A and I



	what they need to prosper and impart how the TSI can support them.	
E3	Ability to devise and deliver tailored training and to respond to the needs of varying levels of skills and experience in a diverse third sector in Argyll and Bute	A and I
E4	Good analytical skills including the ability to research the needs of your locality	A and I
E5	Some knowledge of the strategic social, economic and political context for third sector organisations in Scotland in general and Cowal and Bute specifically.	A and I
Any additional job-related requirements		
E6	Some travel may be occasionally required across Argyll and Bute	A
D4	Full driving licence with access to a car	A
Competencies		
E7	1. Demonstrates ability to manage own workload	I
	2. Promotes diversity and equality of opportunity	I
	3. Ability to work in partnership arrangements	I
	4. Supports the value of the third sector as an integral component of strong and resilient local communities	I
	5. Ability to support organisations on a journey of strategic growth and development to respond to the changing needs of our local communities	I
	6. Ability to use technology to analyse and access information, disseminate knowledge and raise awareness.	I