**Third Sector Support Officer**

**Location:** Flexible/Hybrid from CVS Inverclyde’s offices in Greenock.

**Reports to:** Operations Manager or equivalent

**Salary:** £26,782 + 5% pension contribution (pay award pending)

**Hours:** 28 – 35 hours per week (negotiable with successful candidate) to be worked flexibly.

**Contract:** 2 years with a further 1 year, subject to funding

**Role**

Due to the internal secondment of a key member of our team, we are looking for an ambitious and enthusiastic individual to deliver CVS Inverclyde’s (CVSI) Third Sector Interface (TSI) function. The postholder will be responsible for delivering organisational development and capacity building support to the voluntary, community and third sector in 4 core areas including governance, organisational development, volunteering and social enterprise. The post holder will be responsible for leading advice and guidance to groups around these topics, ensuring that they are informed of the regulatory and legal information necessary. They will also support the broader work of CVS Inverclyde in developing a strong Third Sector, including delivery of training, workshops and policy development relevant to the speciality areas connected with this post.

**Core Responsibilities**

* Support organisations by providing guidance on best practice across the 4 core areas of governance, organisational development, volunteering and social enterprise.
* Identifying and delivering training in the 4 core areas outlined.
* Providing practical support and coaching for activities such as creating, modifying a constitution, or restructuring a charity.
* Identifying patterns and common issues arising from contact with organisations within the sector that indicate individual and organisational development and capacity needs and developing a suitable response to address the need.
* Coordinating and facilitating CVS Inverclyde Networks including Volunteer Managers Network and to assist in the facilitation of other CVS Inverclyde Networks as required.
* To promote and develop volunteering opportunities in Inverclyde, including Saltire Awards and Volunteer Friendly Awards.
* Participate in various forums at both local and national level, to share knowledge, maintain expertise, pioneer best practice, provide and benefit from peer support
* Occasionally participate in funding panels by reviewing applications and making recommendations for where funding should be allocated.
* Contribute to the effective running of CVS Inverclyde by undertaking general administrative and business support functions as necessary.

**General Duties**

* To contribute to the efficient operations of CVS Inverclyde and delivery of our objectives and workplans.
* To work collectively across the CVS Inverclyde Team and the wider TSI Network in a collaborative, respectful, fair and honest manner; always undertaking to represent the organisation in an appropriate manner and with the integrity expected by CVS Inverclyde.
* To maintain accurate and up-to-date records using the MILO database and any other data systems used by CVS Inverclyde.
* To prepare and assist with reports, media articles and any other monitoring requirements.
* To attend internal and external meetings as required by CVS Inverclyde.

**Person Specification**

The following criteria will be used in selecting a candidate.

|  |  |  |
| --- | --- | --- |
| **Person Specification** | **Essential** | **Desirable** |
| **Qualifications and Experience** |  |  |
| Educated to degree level or equivalent |  | ✓ |
| Experience of working within the Third Sector for more than two years | ✓ |  |
| Good level of understanding and expertise in the practical application of governance, trustee and charity law. | ✓ |  |
| Experience of delivering training and/or one to one advice work | ✓ |  |
| Experience of development within a small/medium organisation. | ✓ |  |
| Experience of governance from the perspective of working or volunteering within the Third Sector. | ✓ |  |
| Experience of hosting and facilitating networks & meetings both online and in-person. | ✓ |  |
| **Knowledge & Skills** |  |  |
| Good understanding and knowledge of the practical application of organisational development, capacity building, training and support principles, policy and practice, in voluntary sector. | ✓ |  |
| Ability to interpret and communicate complex information in a user-friendly manner when dealing with enquiries. | ✓ |  |
| Knowledge of the third sector, ideally in Inverclyde or across Glasgow City Region. |  | ✓ |
| Knowledge of existing support, training and tools available to the Third Sector in Inverclyde |  | ✓ |
| Knowledge of charity law/regulation | ✓ |  |
| Knowledge of infrastructure support for available at a national level. | ✓ |  |
| An ability to communicate to a high standard both written and verbal. | ✓ |  |
| **Personal Qualities** |  |  |
| Self-starter, proactive and excellent organiser with the ability to work to project management level. | ✓ |  |
| Leadership skills and an understanding of which style of leadership is appropriate for a given situation. | ✓ |  |
| Negotiation, representation and influencing skills | ✓ |  |
| Good interpersonal skills – flexibility for different audiences, tact, diplomacy, adaptability. | ✓ |  |
| Honesty and integrity | ✓ |  |
| Approachable, confident and at ease with others. | ✓ |  |
| Can-do attitude with a passion for going above and beyond to help | ✓ |  |

**The application process:**

**Application deadline:**

**Interview date:**

**Interview location:**