**CVS Falkirk & District**



**Job Description: Development Officer – Community Ownership**

# Important Information

**POSITION:** Development Officer – Community Ownership

**SALARY:** £27,000, (plus 6% pension contribution)

**HOURS:** 35 hours, (Monday to Friday 9am to 5pm; some evenings and weekends)

**DURATION:** 18 months, with intention to seek further funding

**LOCATION:** Falkirk, with flexibility to work remotely for part of the week

**REPORTS TO:** Team Leader

Main Purpose of Post

Through a place based approach, support the development and sustainability of the local third sector by providing tailored organisational development support including governance, funding, socially enterprising activity, business planning, volunteering management and community leadership to create strong infrastructures to enable and empower third sector groups and organisations to take forward their aspirations of community ownership and community asset transfer.

This is a key role within our Empowering Communities Programme providing capacity building support services to be a catalyst in community regeneration and community ownership, encouraging community wealth and health building principles through learning and training opportunities, knowledge exchange and peer networking within the third sector and with local and national strategic partners.

Third Sector Engagement

* Devise and implement tailored programmes of capacity building support to third sector organisations including but not limited to start up, governance, funding, business planning, procurement, asset transfer and management, sustainability, environmental support
* Develop and deliver a programme of organisational development learning and training
* Develop online resources and good practice guidance for third sector organisations to support their ambitions of development and sustainability
* Work in partnership with local and national bodies to support third sector growth and sustainability
* Promote the principles of community asset transfer/community ownership widely through CVS Falkirk & District’s social media and communication channels
* Create case studies to demonstrate the value of community ownership
* Create a Third Sector Approach to Community Asset Transfer Guide to be shared locally with the third sector
* Contribute to and raise awareness of community asset transfer/ownership to a range of third sector forums and networks
* Maintain personal knowledge of third sector regulatory, legal, governance and funding best practice applicable in Scotland.

Strategic Partnership Engagement

* Attend all relevant partnership meetings acting as a conduit between sectors to encourage collaboration and opportunities for community asset transfer/community ownership
* Connecting the third sector to Falkirk Community Planning Partners (CPP) to increase awareness and contribution of the third sector across CP partnerships and local decision making bodies
* Engage with, and contribute to the Falkirk CPP Community Wealth and Health Partnership Group to ensure third sector representation and involvement
* Encourage recognition of the value of community asset transfer/community ownership within the third sector and with local and national strategic partners.

General Duties

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. There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties. All employees are expected to be professional in the discharge of their responsibilities and particularly:

* Manage a personal workplan and prepare progress reports directed by the Line Manager
* Regularly update operational systems in relation to all relevant work activity
* Prepare regular information updates for publication on website and through ebulletin
* As a team member, collaborate and work together on tasks/projects as demand dictates
* As ambassador for CVS Falkirk, promote the vision and values of the organisation
* Promote membership of CVS Falkirk
* Contribute fully to the smooth running and professional operation of CVS Falkirk
* Handle sensitive / confidential matters in a professional manner, internally and externally
* Compliance with all organisational policies, and all legal obligations, relating to duties
* Any other duties as from time to time advised by the Management Team.
* Maintain a best value culture and support the organisation’s vision and values

**Person Specification**

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| **Technical knowledge and expertise** | **Essential orDesirable** |
| Knowledge of the third sector, the challenges and issues affecting the sector | E |
| Experience and understanding of community asset transfer/community ownership | E |
| Understanding of governance within the third sector | E |
| Experience and understanding of business planning | E |
| Experience and understanding of fundraising in the third sector | E |
| Understanding of procurement and commissioning | E |
| Experience of place based approaches | E |
| Experience of designing, delivering and evaluating programmes of activity | E |
| Knowledge and experience of developing organisational policies and processes | E |
| Experience of creating communications solutions and activity | E |
| Confident in using MS Office packages such as Outlook, Word, Teams, PowerPoint | E |
| Driving Licence and access to a car | D |
| **Effective Interpersonal Style** |  |
| Personal commitment to organisational excellence – displaying honesty, integrity and a strong sense of ethics in all decision and actions | E |
| Value diversity and promote equality within all aspects of working | E |
| Positive working relationships with colleagues, stakeholders and strategic partners  | E |
| Excellent skills, experience and confidence to facilitate workshops, and networks | E |
| Excellent verbal and written communication skills and an ability to act as a strong, effective ambassador for CVS Falkirk & District and the wider third sector | E |
| **Understanding of the third sector and the environment within which it operates** |  |
| Knowledge of Community Wealth Building Principles | D |
| Knowledge of Community Empowerment (Scotland) Act 2015 | D |
| Knowledge of Local Place Plans and the Planning (Scotland) Act 2019  | D |
| Demonstrable expertise in building rapport and working with people from a wide range of backgrounds and communities | E |
| Knowledge of the Falkirk & District area | D |