**CVS Falkirk & District**



**Job Description: Social Enterprise Development Officer**

# Important Information

**POSITION:** Social Enterprise Development Officer

**SALARY:** £26,250, pro rata (plus 6% pension contribution)

**HOURS:** 21 hours, (Monday to Friday 9am to 5pm; some evenings and weekends)

**DURATION:** Permanent, subject to funding

**LOCATION:** Falkirk, with flexibility for hybrid working

**REPORTS TO:** Team Leader

Main Purpose of Post

To support and develop social enterprise activity within the third sector, working with key stakeholders and strategic partners to promote the social economy within the Falkirk & District area. Promote social entrepreneurship, through awareness raising events, knowledge exchange and peer networking within the third sector and with local and national strategic partners.

 Strategic Partnership Engagement

* Attend all relevant partnership meetings acting as a conduit between sectors to encourage collaboration and opportunities for social enterprise development
* Engage and contribute to the Falkirk CPP Community Wealth and Health Partnership Group to ensure third sector representation and involvement
* Promote the social enterprise model to a wide range of audiences and cross sectors
* Support and implement Scotland’s Social Enterprise Action Plan locally
* Encourage recognition of the value of social enterprising activity within the third sector and with local and national strategic partners.

Third Sector Engagement

* Devise and implement a programme of capacity building support to social entrepreneurs including but not limited to start up, governance, funding, business planning, procurement, asset transfer and management, sustainability, environmental support
* Support existing third sector organisations to become more socially enterprising
* Develop and deliver a programme of business development learning and training
* Promote and develop good practice guidance for socially enterprising businesses
* Support organisations to re-engage with their activities and clients that were suspended due to the pandemic
* Work in partnership with local and national bodies to support local social enterprise growth and sustainability
* Liaise with the Team Leader and provide support to the Community Leadership Network
* Promote the principles of social enterprise widely through CVS Falkirk & District’s social media and communication channels
* Seek to demonstrate the value of social enterprise through social impact measurement
* Create case studies to demonstrate the value of social enterprise

Forth Valley Social Enterprise Network

* In partnership with Stirling Voluntary Enterprsie (SVE) and Clackmannanshire Third Sector Interface (CTSi) facilitate and develop the Forth Valley Social Enterprise Network (FV SEN)
* In partnership with SVE and CTSI support and continue to develop the Forth Valley Social Enterprise Directory
* In partnership with SVE, CTSI and FVSEN, plan and deliver activities to support Social Enterprise Day
* Promote the principles of social enterprise more widely with partners across the area
* Map the social enterprise landscape within Falkirk & District

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 social enterprise, locally and nationally | 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 | D |
| 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 of opportunities for employees and volunteers | E |
| Positive working relationships with colleagues, stakeholders and strategic partners  | E |
| Excellent organisation and planning skills | 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  | D |
| Knowledge of Scotland’s Social Enterprise Strategy | E |
| Knowledge of the Falkirk (CPP) Plan and HSCP Strategic Plan  | 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 | E |