**Senior Social Enterprise Project Officer – Fixed Term (2 Year Contract. 3rd Year subject to funding)**

Role may be suitable for a candidate seeking secondment. Please enquire for further information.

**Location:** The role is based throughout the Inverclyde Council area.

**Reports to:** Project Manager

**Salary**: £26,782 - £28,093 + 5% pension contribution

**Hours:**  35 hours per week, normally within 9-5 Monday-Friday, however you will be required to work occasionally out with these hours. Applications from those wishing to work a pattern of reduced hours may be considered.

**Role**

We are looking for an experienced, ambitious and enthusiastic individual to deliver CVSI Enterprise Project for Inverclyde’s Communities (EPIC) which is funded by the United Kingdom Shared Prosperity Fund. EPIC is an ambitious project that aims to develop and build the capacity of Inverclyde’s Social Enterprise Sector. The postholder will work across four deprived areas of Inverclyde. Offering a tailored and bespoke programme of intensive support and provide tools to develop and grow social enterprises through tendering for contracts and generating income from charitable sources.

Reporting to the Project Manager, you will be experienced in working with community organisations and possess relevant knowledge of developing and creating social enterprise structures. You will be able to build relationships with ease, bringing with you experience of working across multiple sectors and organisations. You will have an interest and understanding of key policies and the social enterprise national landscape.

**Core Duties & Responsibilities**

This job description is broad-based and is not intended to be an exhaustive list of all possible duties as it is recognised that jobs change over time.

Duties include:

* Supporting the Project Manager to deliver the Enterprise Project for Inverclyde’s Communities (EPIC)
* Working in partnership with existing social enterprises to develop and deliver a tailored package of support including tendering, procurement, income development, governance and other activity that will allow their enterprise to grow.
* Working with communities across Inverclyde to encourage entrepreneurship and develop new social enterprises including supporting the development of comprehensive feasibility studies.
* Engaging, developing and building partnerships with the private, public, third sector and individuals in the development of new social enterprises.
* Delivering training, workshops or events that support the identification and development of social enterprise opportunities.
* Facilitating or procuring relevant training in response to needs identified.
* Promoting the role of the third sector, enabling and empowering the sector to be more self-reliant in the future.
* Co-ordinating and facilitating the CVS Inverclyde Social Enterprise Network.
* Supporting local social enterprises by providing best practice advice and expertise.
* Excellent both written and verbal communication and proven ability to produce high quality, relevant and impactful reports.
* Provide regular monitoring reports to funders, CVSI Senior Management Team and Board.
* Provide regular verbal and written project reports to the Project Manager.
* Identify and develop risk assessments where appropriate.
* Assisting with the preparation of communications content to support the project including media articles and any other work that contributes to good news stories.

**Generic Staff Responsibilities**

* To promote membership of CVS Inverclyde to the third sector across Inverclyde.
* To work as part of the CVSI team, involving additional duties as and when required to support colleagues.
* To practice & promote an equitable, accessible and non-discriminatory approach to work at all times.
* To represent CVSI in relevant networks and partnerships and promote CVSI’s role, work and priorities.

**Person Specification**

The following criteria will be used in selecting a candidate.

|  |  |  |
| --- | --- | --- |
| **Person Specification** | **Essential** | **Desirable** |
| **Qualification & Experience** |  |  |
| Degree or equivalent relevant experience | ✓ |  |
| Experience of developing a range of social enterprise structures | ✓ |  |
| Experience of developing social enterprises including procurement, business plans and carrying out market research | ✓ |  |
| Experience of hosting and facilitating networks & events | ✓ |  |
| Experience of developing and delivering training | ✓ |  |
| Experience of leading on engagement and communication activity | ✓ |  |
| High competency in making complex ideas easy to understand |  | ✓ |
| Experience of working within a community setting | ✓ |  |
| Good computer, IT and social media skills | ✓ |  |
| **Knowledge & Skills** |  |  |
| Ability to work, plan and prioritise under pressure | ✓ |  |
| Self-starter, proactive and excellent organiser with good project management skills and an entrepreneurial approach | ✓ |  |
| Excellent teamworking and collaboration skills | ✓ |  |
| Negotiation, representation and influencing skills |  | ✓ |
| Good communication skills including writing reports and procedures, ability to communicate with partners | ✓ |  |
| Strong ethics, with an ability to manage confidential data | ✓ |  |
| Ability to engage with a wide range of people from local third sector organisations to local and national government | ✓ |  |
| Knowledge of the third sector at a local and national level | ✓ |  |
| Knowledge of the role and function of a Third Sector Interface (TSI) |  | ✓ |
| Knowledge of key policy areas of interest and relevance to the social enterprise sector | ✓ |  |
| Knowledge of political systems and key public authority structures |  | ✓ |
| Ability to engage with a wide range of people from local third sector organisations to local and national government | ✓ |  |
| **Personal Qualities** |  |  |
| Team player who can work under pressure | ✓ |  |
| Flexible with a ‘can do’ attitude | ✓ |  |
| Ability to work with minimum supervision | ✓ |  |
| Commitment to the principles of confidentiality and equality of opportunity | ✓ |  |
| Passionate and interested in helping people | ✓ |  |
| Confident and credible to colleagues and stakeholders | ✓ |  |

**The application process:**

**Application deadline – 5th June 2023 @ 9am**

**Interview date – 13th June 2023**

**Interview location – The Trust, Dalrymple Street, Greenock**