**Community Enterprise Project Officer – Fixed Term (3 Year Contract)**

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**: £23,830 (Pay Award Pending) + 5% pension contribution

**Hours:**  Contract is for 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 ambitious and enthusiastic individual to support the delivery of CVS Inverclyde’s Community Enterprise Project (ICE) which is funded by the Scottish Government, Investing in Communities Fund. The aim of the project is to work with community organisations and residents to help regenerate and build capacity across areas of deprivation.

Reporting to the Project Manager the postholder will be responsible for developing and supporting both existing and new social enterprises across the locality. You will build and manage data of community groups, residents, and interest groups, co-creating and maintaining a geographical community map. You will bring experience of developing relationships with communities and individuals. Duties will include designing, planning and delivering engagement activities.

**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.

* Support the project manager in building the capabilities of social enterprises in areas of deprivation.
* Support local social enterprises by providing best practice advice and expertise.
* Encourage local social entrepreneurship and the development of new social enterprises.
* Create a mapping exercise of each geographical area identifying communities and social enterprises.
* Develop a comprehensive feasibility study to be circulated to both local residents and social enterprises.
* Host a series of community engagement events to encourage survey participation and present findings to both residents and organisations.
* Create and facilitate a practical advice service in community settings.
* Identify and facilitate net zero training for social enterprises and residents.
* Engage residents & schools in volunteer led activity.
* To prepare and assist with reports, media articles and any other monitoring.

**Generic Staff Responsibilities**

* To promote membership of CVS Inverclyde to the third sector in 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.

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| --- | --- | --- |
| **Person Specification** | **Essential** | **Desirable** |
| **Qualifications and Experience** |  |  |
| Degree or equivalent relevant experience | ✓ |  |
| Experience of working within the community, voluntary or third sector | ✓ |  |
| Experience of hosting and facilitating networks & events | ✓ |  |
| Experience of delivering training | ✓ |  |
| Experience of leading on engagement and communication activity | ✓ |  |
| Experience of carrying out market research and developing feasibility/business plans |  | ✓ |
| High competency in making complex ideas easy to understand |  | ✓ |
| Experience of working within a community setting | ✓ |  |
| Good computer, IT and social media skills  | ✓ |  |
| Good communication skills including writing reports and procedures, ability to communicate with partners and volunteers | ✓ |  |
| Strong ethics, with an ability to manage confidential data | ✓ |  |
| **Knowledge & Skills** |  |  |
| Ability to engage with a wide range of people from local communities through to third sector organisations and 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 sector |  | ✓ |
| Knowledge of political systems and key public authority structures  |  | ✓ |
| **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 - 12th June 2023**

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