

JOB DESCRIPTION

JOB TITLE: Third Sector Coordinator

REPORTING TO: Chief Executive

RESPONSIBLE FOR: This is a new and exciting role within CVO East Ayrshire. The post holder will be responsible for facilitating capacity building in volunteering and community development in East Ayrshire as part of CVO East Ayrshire Management Team.

Volunteering: CVO East Ayrshire is the lead organisation for facilitating volunteering across East Ayrshire within the Third Sector and supports public and business sector volunteering developments. This includes promotion of volunteering; recruitment and matching of volunteers; good practice for volunteer-involving organisations.

Community Development: CVO East Ayrshire supports community development directly, in partnership with the public sector and through delivery of capacity building services and supports.

HOURS OF WORK: 35 per week

LOCATION OF POST: Kilmarnock, however there will be a requirement to work in other areas of East Ayrshire.

SALARY: £30,000 per annum

CLOSING DATE: Tuesday 3rd October 2023

Organisation	CVO East Ayrshire Ltd
Location	East Ayrshire
Job Description	<p>Facilitating delivery of the volunteering opportunities with partner agencies, the wider community and voluntary sector and taking a lead role on specific initiatives such as employer supported volunteering.</p> <p>Deliver on the outcomes identified within CVO East Ayrshire Operational Plan and preparing quarterly updates and annual progress report.</p> <p>Convene and support East Ayrshire Third Sector Forum, including scheduling and minuting meetings.</p> <p>Work with Senior Management Team to deliver volunteering support including:</p> <ul style="list-style-type: none"> • Updating information systems • Ensuring effective communications and promotion, including public talks; events and CVO East Ayrshire ebuletin • Volunteer recruitment and matching • Volunteer Friendly Awards • Saltire awards administration <p>Community Development</p> <ul style="list-style-type: none"> • Providing advice and guidance to wider third sector on effective community development practice.

	<ul style="list-style-type: none"> • Facilitation of community engagement in community planning and health and social care initiatives. • Support for community learning. • Community empowerment including community-led provision and service development. <p>Undertake additional duties in conjunction with CVO East Ayrshires charitable objectives.</p>	
Person Specification	Essential	Desirable
Qualifications	Degree and/or post graduate qualification in Community Education	Specialist training/qualification - e.g., volunteering; project management.
Knowledge and Experience	<p>At least 2 years' experience of community development work.</p> <p>Understanding of community development.</p> <p>Understanding of volunteering.</p> <p>Proven and highly effective interpersonal and communication skills.</p>	<p>Strong understanding of the challenges faced by people living in areas of deprivation in relation to living well.</p> <p>Knowledge and experience of grant funding.</p> <p>Experience of line managing others or a willingness to develop this capability</p>
Skills and attributes	<p>A genuine interest in and knowledge of the community and voluntary sector and/or a commitment to develop this.</p> <p>A solution-focused approach with non-discriminatory values.</p> <p>Excellent networking and information management skills. IT skills in word processing, spreadsheets, email, internet and social media.</p> <p>Ability to work effectively as part of team and on own initiative, be proactive and work collaboratively with a wide range of people and local organisations.</p> <p>Excellent written communication skills and meticulous attention to detail.</p> <p>Ability to communicate confidently and professionally over email and phone and develop good working relationships with colleagues and funders.</p> <p>Excellent organisational and time management skills with the ability to prioritise work and meet tight deadlines.</p> <p>Flexibility to adapt to changing priorities, work independently, identify tasks and manage own workload.</p>	<p>Experience in writing persuasive and compelling fundraising applications is desirable.</p> <p>Driving Licence</p>