

Senior Development Officer (Community Justice)

Recruitment Pack

Closing Date:
Monday 16th October



HIGHLAND
THIRD
SECTOR
INTERFACE

Employed by HTSI on behalf of the Highland CJP:



Hello,



Thank you for your interest in working here at HTSI!

We know that we are biased but working here at the Highland Third Sector Interface is a great experience. We care about our staff team and whether this is just the next step in realising your ambitions in changing the world or you want to make a change in your career and experience something new, we have a lot to offer.

This role in particular is a partnership role and as such you get to be based within HTSI and working across a multi-sector and multi-organisational landscape.

As part of the team you will find that first of all we treat you with dignity, we trust you and we believe that you are capable of doing great things. You will be expected to do your role well, to take responsibility and ownership, but you will also receive support and access to training.

Creativity and initiative are highly valued as we believe that it makes a team stronger and that as individuals we are better problem solvers.

We are looking for someone who wants both the chance to make a difference and to experience a working life that is flexible, challenging, rewarding and respectful.

I genuinely look forward to hearing from you and hope to see you through our recruitment process.

Mhairi (Chief Officer)



About Us.

The Highland Third Sector Interface started work in late 2012 and officially launched early 2013. We are funded by the Scottish Government, among others, and are one of a network of 32 other 'Third Sector Interfaces' across Scotland.

What is a TSI?

A Third Sector Interface provides a single point of access for support and advice for the Third Sector within a local area. They have an outcome framework that they have to work within, but how that is done is very much based on local need and diversity within the geography and nature of the Third Sector in that area.

What is the Third Sector

The Third Sector is a generally under used term that encompasses a wide range of charitable, not-for profit enterprise, voluntary led, voluntary involving, unconstituted, constituted, community focused or community interest organisations. It is complex, unique and challenging, while also passionate, grounded and at times a little political. You certainly are never bored working in the breadth and depth of the Third Sector.

About the CJP



The Highland Community Justice Partnership (CJP) was established in 2016 in response to the new Community Justice Scotland Act (2016). The role of the Partnership is simply *to work better together in partnership to help prevent offending and reduce reoffending.*

Who is a member of the CJP?

- The Highland Council (1 Elected Member)
- Local Authority (Criminal Justice Social Work and Housing)
- Police Scotland
- Scottish Prisons Service
- Crown Office Procurator Fiscal Service
- Scottish Courts & Tribunals Service
- Scottish Fire and Rescue Service
- NHS Highland
- Skills Development Scotland
- Victim Support Scotland
- DWP
- SCRA
- HADP
- Third Sector Interface and representatives from the wider third sector
 - Apex Highland, Families Outside and RASASH.

How does the CJP Work?

The CJP meets quarterly and otherwise as required. Technically it is a subgroup of the Highland Community Planning Partnership and the Chair attends the CPP to input on behalf of the CJP.

The CJP has a Partnership Manager and an independent Chair that are both employed through HTSI on behalf of the partnership.

The CJP reports nationally to Community Justice Scotland and provides them with an annual report, a strategic plan and other documents and assurance as required by CJS and the Scottish Government. There is a small grant to support the work of the CJP annually.

Our Themes Of Work at HTSI:

Be a Central Source of Knowledge



- The Third Sector locally
- Local and national policy and how it might affect local Third Sector
- Communities and citizen
- How the Third sector can contribute to those agendas

Dependent on Local Context



- Local needs and what others are doing

Voice



- Ensuring a strong Third Sector voice
- Voice at a strategic level within local planning structures and nationally
- Running Forums

Build Capacity



- Developing the capacity of volunteering, community groups, voluntary organisations and social enterprise to achieve positive change

Connect



- Providing leadership, vision and partnership and collaboration
- Co-ordination to the local third sector to better respond to local priorities, including through partnership and collaboration

Our Vision:

"Through the support and advocacy of HTSI ,the Third Sector in Highland will be strong, valued and invested in by our communities, statutory partners and businesses. They will have a powerful voice and representation in the development, planning and, where appropriate, delivery of local services."

£710,528

**Scottish Government
TSI Funding**



1

**Online Training
Platform**



**5 Regionally
Commissioned
Partners**

**25 Staff
Members**



**Hosting four projects on
behalf of Partnerships
in Highland**



**8 Board
Members**



**9 Third Sector Forums for
peer support**

**300+
Members**



Working At HTSI.

Our Place Of Work

The majority of the team are based directly from the main HTSI Office in Dingwall, including this post. Many of the team based there have the flexibility to work informally from home when possible and with the agreement of their line manager, though attendance in the office is expected at times.

We do have teams working from the Police Station in Inverness, a few individuals who are formally based from home and others based from our social Café 1668 on Church Street in Inverness.

Benefits

We endeavor to provide our team with the best package that we are able to do:

- 28 days annual leave plus an additional 11 days public holidays, including office closure over Christmas and New Year, pro rata for part time staff
- Flexibility to accommodate long term health conditions with working pattern and to work around medical appointments
- Employer Pension Contribution of 5%
- Flexibility to accommodate caring responsibilities as far as possible and reasonable
- Enhanced Maternity, paternity, adoption and shared parental leave
- Enhanced sick leave
- Access to training and development
- Robust support and supervision
- Free parking on site in Dingwall and access to expense cover for mileage, subsistence and sundry items connected to undertaking your role

About This Role.

Job Title	Senior Development Officer (Community Justice)
Hours	21 hours a week
Salary	Starting Salary £17,632, progressing to £19,891* (FTE, £29,386)
Line Manager	Community Justice Partnership Manager
Contract type	Initially for two years Fixed Term
Location	HTSI Office, Dingwall (with some flexibility)

* Salaries are usually subject to annual uplifts in addition to the incremental increases.

Purpose:

The post holder will be responsible for supporting development of the Community Justice Partnership join plans and activities to strengthen activity across a wide range of key focus areas, including but not limited to: the development of Community Payback Orders in third sector and community groups, events for partnership working across sectors and organisations, the development of an information and signposting website and commissioning of research.

Responsibilities:

Partnership Support

- Working 1-1 with organisations and key stakeholders to support their involvement and engagement with the CJP and Community Justice.
- To support information sharing opportunities for developing new areas of collaboration and facilitating that where possible.

Information Sharing

- Manage the new CJP Website, including managing and maintaining a wide range of information for publication and sharing in other formats.
- Support the publication and delivery of newsletters and information for the CJP and other stakeholders.

Research and Data

- Support the maintenance for the CJP data dashboard
- Lead on the management of research commissioned

CPO Development

- Support the development of confidence and engagement of the Third Sector as a support for delivery of CPOs, supporting communities to maximise the payback opportunities.

As a team member

- Work collaboratively and support the CJP Manager in a wide range of tasks
- Be professional, working respectfully and honestly
- Undertake any other reasonable task

About You.

Qualifications and Training:

- Good standard of education with a minimum of Standard Grade or equivalent in English and Maths
- Evidence that you take your own personal and professional development seriously, i.e. engagement with professional training

Experience:

- Experience of managing a complex work load and competing demands
- Experience communicating well to mixed audiences in person, in writing and potentially online via websites or social media
- Experience of development work in communities, either in a paid or voluntary capacity. .
- Experience out with education, this could be through volunteering, work or personal life – someone with lived experience of the workplace and/or life's ups and downs

Knowledge, Skills and Abilities:

- Excellent digital skills, confident with Office 365 and potentially experienced in data management, website maintenance or creating documents for publication.
- The ability to build and maintain a network, making contacts and building a knowledge base about organisations and people
- Strong attention to detail and the ability to take ownership of your work,
- The ability to work unsupervised but within a team and a teamwork environment
- Someone who can think analytically, problem solve and is able to deal with challenge and challenging circumstances

Your values and behaviours

- Demonstrable interest in community justice, rehabilitation and/or restorative practices in justice
- Commitment to equality, inclusion and working well with others
- Leading by example through professional behaviours

How To Apply.

We want applicants who are comfortable talking about how they have used their skills, knowledge and abilities. Please make sure to include a focus on your own responsibilities, activities and outcomes you have achieved or lessons you have learned in your application.

Key Dates in the process:

Applications deadline: **Monday 16th October.**

Interviews are currently scheduled for **1st November (TBC)**, in person at the main HTSI Office

If you have any questions:

Questions are perfectly normal and especially if you want to understand how flexible, flexible

is, or what scope for adjusting the starting salary there is for more experience. In the first instance please call the office **01349 864 289** and ask for Margaret or Mhairi, alternatively email **enquiry@highlandtsi.org.uk**

Submitting your application:

Applications should be sent to **enquiry@highlandtsi.org.uk** with the subject line '**Application for employment**' and include the following:

1. A CV, not more than three sides of A4 and including two referees
2. A Personal statement to include
 - A general statement in support (maximum 400 words);
 - An outline of a time you have successfully built a network of people for collaborative outcomes and how you did that (maximum 300 words), and;
 - An outline of your commitment to community justice (Maximum 150 words)
3. Your personal statement must also include, in addition to the above word count, the following signed statement:

I can confirm that the work submitted in my application, including the formatting and presentation of this work, are wholly my own.

I understand that HTSI may use external individual in their recruitment processes and know that should I wish to confirm who will be included in the recruitment panel I can ask via enquiry@highlandtsi.org.uk at any time.

I also confirm that I understand the role may be subject to disclosure or PVG checks and that I have disclosed any offences I am required by law to disclose in my application statement. I understand that HTSI considered applicants with criminal convictions on a case by case basis and that if I have any convictions it is not necessarily a barrier to employment.

(If you are unclear about what to declare you can check guidance provided by the CAB [HERE](#).)

Good Luck



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