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Third Sector  
Dumfries and Galloway

## Job Description

Job Title	Development Officer - Volunteering for Employment
Line Manager	Employability Manager
Location	Dumfries
Hours	35 hours per week
Salary	£26,400

## Our organisation

As the Third Sector Interface for Dumfries and Galloway, Third Sector Dumfries & Galloway (TSDG) works with the sector, partners and communities to address key local priorities, build capacity and maximise investment in our region. As part of the national network of Third Sector Interfaces across Scotland, our joint manifesto sets out commitments to enhancing and developing the role of the third sector as a key partner; a focus on place, community and locality; volunteering and the strengths of local people & communities; a fairer and wellbeing-focussed economy.

Some of our services include:

- Helping third sector organisations start, develop and grow.
- Encouraging and involving volunteers.
- Finding suitable funding.
- Creating and delivering sustainable business plans.
- Identifying the best way to manage people and money
- Building leadership and development capacity
- Connecting the sector with Community Planning, Employability and Skills, Health and Social Care and other local & regional Partnerships.

We have significant focus on employability, skills and learning as a means to community empowerment, involvement, individual wellbeing and economic development. Recent additional investment in our work will help us build greater capacity to support third sector employability services. TSDG is committed to increasing employment opportunities for people in Dumfries and Galloway through improving the capacity, scope and influence of third sector organisations. Our goal is to raise the profile of the third sector as a key partner in delivering employment outcomes.



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### Job Purpose

As part of the Employability Team, the Development Officer will lead the development of work-based skills and personal development through volunteering. Supported by our Employability Manager and colleagues across our wider team, the Development Officer will bring learning, research and insights together to create an active, capacity-building approach to volunteer for employment and employability, whilst contributing to the development of our overall volunteering strategy for the region.

Working in partnership with colleagues in the local authority, health board and enterprise agencies, the Development Officer will represent sector challenges and opportunities whilst making connections with the sector to maximise the impact of employability activities through the Local Employability Partnership.

### Main Responsibilities

- Support volunteer-involving organisations across the region to identify the volunteering opportunities available in their organisation that could support an individual to gain employment skills.
- Map and document volunteer for employment roles, helping individuals identify roles that would suit them.
- Promote the benefits of volunteering for employment to young people (under 25s) using language that engages with this age group across the region.
- Promote awards such as the Saltire Award to young people as opportunities to enhance job applications or further education entry forms.
- Raise awareness of SQA and other volunteering qualifications amongst volunteer involving organisations, volunteers and employers.
- Demonstrate the breadth of opportunities within the third sector which young people could participate in.
- Support secondary schools and further education establishments to promote the benefits of volunteering to their students for employment.
- Produce high-quality information materials designed to emphasise the employability aspects of volunteering.
- Work with support services that can offer mentoring and any other support required by the volunteers.
- Identify other opportunities to help volunteers progress into employment
- Support volunteers by identifying and accessing other opportunities relating to the employment pathway, including funding opportunities.



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- Support in maintaining the volunteer web pages, which are the focus of volunteering activity in Dumfries and Galloway.

## **Team Working**

- Link with the TSDG Volunteering Officer to deliver employment-related aspects of TSDG's volunteering strategy and action plan.
- Work with the Volunteering Officer to identify volunteering opportunities that could be potential work placements
- Work with the TSDG Community Engagement team to include activities at TSDG events to encourage and support volunteering into employment.
- Contribute to TSDG's response to Volunteer's Week.
- Develop relationships with other agencies with an interest in encouraging volunteering for employment, such as the national TSI Volunteer Forum.
- Liaise with TSDG staff to provide information regarding volunteering for employment and work with members of the wider TSDG team to achieve organisational objectives.

## **Key Contacts**

The post is responsible for actively promoting and representing TSDG by working with a broad range of stakeholders, including:

- Volunteer involving organisations
- National intermediaries and other TSIs
- Local authority and the NHS and Health and Social Care Partnership



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### Person Specification

Skills, Knowledge & Experience	Essential	Desirable
Able to plan and co-ordinate a programme of events	x	
Plan and manage workload	x	
Active listening skills	x	
Ability to capture and analyse information	x	
Report writing skills	x	
Knowledge and understanding of volunteering/ and or employability	x	
Ability to work as part of a team, share knowledge and benefit from experience of others	x	
Ability to work collaboratively with internal and external partners	x	
Ability to use email, create documents and spreadsheets	x	
Broad knowledge and understanding of the third sector		x
Education/Qualifications		
Good standard of Education		x
Other Requirements		
Valid driving license and access to a car with business insurance for work purposes	x	
Self-motivated	x	
Committed to improvement	x	



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