Job Description

Third Sector
Dumfries and Galloway

Job Title	Lead Officer – Children, Young People and Families
Line Manager	Head of Partnerships & Communities
Location	Dumfries or Stranraer, with hybrid working and travel
Hours	28 hours per week
Salary	£31,100 FTE

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 and other local & regional Partnerships.

Third sector organisations play a significant role in supporting children and families across our communities. The Dumfries and Galloway Children's Services Plan sets out significant priorities - early intervention; improving outcomes for children and young people most in need of support; meaningful engagement with, and involvement of children and young people. We want the third sector to be recognised as central to the plan, including valuing the work of the sector and the relationships held with children, young people and families in their communities.

Job Purpose

The Lead Officer provides oversight and leadership of our work across the third sector in support of children, young people and families, with additional connection to our Public Protection Partnership. The Lead Officer develops relationships with the local authority, NHS and organisations across the sector to support collaboration, develop capacity and highlight the role and impact of the sector. As part of the Lead Officer Group, there will also be active participation in wider organisational planning and delivery to ensure progress towards our medium term outcomes.

Main Responsibilities

Sector support and capacity

- Develop and deliver plans to support capacity building for third sector organisations across Dumfries and Galloway in areas of children, young people and families.
- Input to the development of the annual training and workshop programme based on input and feedback from the sector, partners and available evidence.
- Ensure the provision of resources and advice for the sector on key themes of policy, practice, research and the further development of a CYPF online hub and live forum.
- Develop and manage relationships and partnership working with a variety of organisations to support the role of, and capacity within, the third sector.
- Oversee the delivery of sector workshops and opportunities, working with other Lead Officers to ensure a consistent, high quality provision that maximises impact and outcomes.
- Ensure the appropriate allocation of resources to maximise impact, including through high quality tools, advice and routes to signposting to sources of expert help so that our advice for the sector is consistent and of high quality.
- Use relevant data, insights and evidence to inform the development of practice.

National and Regional Policy

- Remain up to date with related national and regional policy on items of relevance to the third sector organisations working in, or aligned to, children, young people, families and public protection.
- Incorporate partnership outcomes and national strategies to our planning in related areas, including Whole Family Support, Early Years, The Promise, UNCRC, Children's Services Plan, Youth Work.

Partnership working

- Work with partners across the local authority, NHS, regional bodies and others to ensure the best possible representation of the third sector, including connections with the Children's Services and Strategic Planning Partnership and the Public Protection Partnership.
- Contribute to partnership working using knowledge, data and insights from across the sector to better inform decision making.
- Represent the third sector/TSDG at appropriate partnership meetings as requested by the Head of Partnerships & Communities.
- Provide necessary briefings for the Senior Leadership Group and others on specific areas of work within the Lead Officer scope.

Leadership, planning, development

- Provide effective leadership and support to colleagues within the direct team and across the organisation, leading with compassion and integrity.
- As a Lead Officer, represent TSDG in a professional, knowledgable way to build confidence in us.
- Participate in the organisational strategy and planning activities and contribute the relevant insights, data and learnings that will inform our future work.

- As part of the Lead Officer Group, contribute to operational decisions that will support all colleagues to achieve our ambitions and outcomes.
- Provide constructive and effective feedback where required, demonstrating effective problem solving, decision making and leadership skills.
- Be accountable, transparent, inclusive and fair to play your part in leading our organisation.

Person Specification

Skills, Knowledge & Experience	Essential	Desirable
Evidenced experience of leading programmes in the third sector	x	
Experience of working within children's service, early years, family support or similar area of work covered in the children's services and/or youth services plans.	x	
Highly effective leadership skills and experience	x	
Excellent organisation, planning and prioritising skills	x	
Skills and experience in designing programme outcomes	x	
Positive relationship building skills and experience	x	
Effective problem solving skills and experience	x	
Ability to capture and analyse information	x	
Report writing and presentation skills	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 technology packages like email, document creation and spreadsheets	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	
Full PVG Registration	x	