



Third Sector  
Dumfries and Galloway

## Job Description

Job Title	Lead Officer – Community Transport
Line Manager	Head of Resources & Development
Location	Hybrid, home working and Dumfries/Stranraer with travel
Hours	30 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.

The Third Sector has the potential to play a significant role in the design and delivery of planning and infrastructure across Dumfries and Galloway, with community voice and sector experience at the heart. One significant factor for our communities is transport and connectivity. Regional partners have identified the development of community transport as essential to our future infrastructure; for economic benefit, community and social connections and individual health & wellbeing. TSDG will lead the development of a future community transport model for Dumfries and Galloway alongside key partners and stakeholders.

## Job Purpose

The Lead Officer is responsible for the delivery of our community transport programme, working in partnership with the local authority, NHS, enterprise agency, transport partners, the third sector and communities. The Lead Officer will design and deliver a programme of discovery and implementation for the future model of community transport across Dumfries and Galloway. 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**

### Community transport and infrastructure

- Conduct an assessment of community transport provision and structures across Dumfries and Galloway, including existing capacity.
- Explore community transport operating models in other areas of the Scotland/UK and engage with stakeholders to better understand success, challenge and opportunity.
- Develop and deliver a multi-year plan for the discovery and design of a community transport model for Dumfries and Galloway.
- Through the programme, identify potential models of local and regional working to deliver a coordinated and coherent community transport model.
- Develop routes for wider participation and engagement throughout the programme period on how priority outcomes can be achieved.
- Use relevant data, insights and evidence to inform the development of practice.
- Build a business case for structures and a choice of viable operating models, including the development of a region-wide social enterprise for community transport.
- Identify potential sources of funding for the sustainability of the proposed model.

### 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, transport and community transport and impacts on community connections, health and wellbeing and the social/local economy.
- Incorporate partnership outcomes and regional transport strategies to our planning, programme design and outcomes.
- Identify where strong community transport, and the work of the programme, can support the delivery of wider transport, infrastructure, community and personal outcomes.

### Partnership working

- Work with partners across the local authority, regional bodies, subject experts and the sector to ensure the best possible representation of expertise and insights.
- 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.
- Provide necessary briefings for the Senior Leadership Group and others on specific areas of work within the Lead Officer scope.
- Develop a reporting schedule and present updates to the Community Planning Partnership SLT and Board.

### 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, knowledgeable 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 strategic programme/project leadership	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	
Experience in related subject matter, including economic development, social enterprise, community infrastructure and/or transport		x
<b>Other Requirements</b>		
Valid driving license and access to a car with business insurance for work purposes	x	
Self-motivated	x	
Committed to improvement	x	