

Third Sector Interface

THIRD SECTOR EMPLOYABILITY PROJECT

PROJECT OVERVIEW AND JOB DESCRIPTION

We are looking to develop a third sector employability pathway in Angus. Sustainable well-paid employment is essential for tackling poverty and the third Sector in Scotland has an incredibly diverse range of possibilities with around 45,000 organisations employing over 138,000 people. Sectors include social care, health support services, sports, arts, heritage, environment, culture, community work, campaigning, housing, animals, and education. Approximately 250,000 unpaid Trustees and 1.3 million volunteers also support the sector.

The main beneficiaries of this project will be those looking for opportunities to enter or re-enter the labour market through a coordinated response of opportunities created by and with the third sector in Angus, in partnership with strategic partners as part of the Local Employability Partnership.

Helping people to become employable, to avoid underemployment, and to stay in work is a priority for third sector and public service agencies in Angus. By developing an employability response across the third sector, outcomes we will work towards are:

- Strengthening the third sector employability offer and visibility of such, across Angus.
- Championing third sector as a key partner in delivering employment outcomes.
- Enabling positive pathways for volunteers looking to develop skills which in turn supports wellbeing and prospects for entering or re-enter the job market.
- Third sector organisations gain a greater understanding of the policies that affect their work, enabling them to make more informed decisions.
- Third sector organisations are better equipped with knowledge, skills, services, and resources to meet community and organisational needs.


Voluntary Action Angus – Third Sector Interface (TSI) for Angus

As the Angus appointed TSI we are a one-stop point of contact for the third sector; working with a range of charities, social enterprises, community groups and voluntary organisations. Our main focus is as follows:

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

Intelligence: this is where our third sector knowledge makes us a one-stop-shop you can tap into. With staff linking in at community level as well as nationally, we are a central place for volunteer recruitment and retainment support, funding opportunities, governance, and strategy support.

Voice: Ensuring a strong Third Sector voice at a strategic level within local and national planning structures. A strategic partner within Health & Social Care Partnership and Community Planning Partnership

Decorative graphic elements in the bottom right corner of the page, consisting of overlapping yellow and blue semi-circles.

Connection: Providing leadership, vision, and coordination to the local Third Sector to better respond to local priorities, including through partnerships and collaboration creating skills and opportunities.



ROLE DESCRIPTION

Third Sector Employability Development Officer

Number of Hours: 21 hours per week. Fixed term 1 year contract (with a view to continuation)

Salary: £22,768.20 pro rata, per annum

Reporting to: TSI Project Manager

Location of the post: Angus Wide, Main office (Forfar) and in the community

Voluntary Action Angus (VAA) is seeking a highly motivated and dedicated person to work with the TSI Project Manager and wider team, to support third sector organisations in Angus who deliver employability services. Working with key partners this outward-facing team aims to raise the profile and build the capacity of the third sector; to play the fullest role possible in improving employment outcomes for the people of Angus. Key aspects of the role will involve creating employability pathways, linking to our locality, social enterprise, and project-based work, and raising the profile of the third sector as a key partner in delivering employment outcomes in Angus.

MAIN DUTIES

- Be the first point of contact for all enquiries relating to third sector employability in Angus.
- To actively promote all the areas of support available from Voluntary Action Angus.
- Keep abreast of relevant local and national policy developments and funding opportunities.
- Host 1:1 meetings with new and existing projects
- To take personal responsibility for contributing to high quality standards in public relations, service delivery and communications.
- Provide project management and administrative support to the team, incl. but not limited to:-
 - planning and organising events relevant to the sector such as a quarterly Third Sector Employability Forum, training, and workshops.
 - Supporting production of a monthly employability e-bulletin and relative information for Marketing Officer to maintain web content and social media.
- Supporting the development of an Angus Employability Services Directory with key partners □
Participate in national events & conferences as required.
- Produce monitoring reports with support from the TSI Project Manager
- Maintain and monitor the mapping of third sector employability activity within Angus, with a view to creating an annual report. Ensuring this remains accurate to assist in identifying gaps.
- Support the creation of a portfolio of resources for the sector such as training, a toolkit and mentoring/ peer support opportunities.

- Identify best practice examples, highlighting and promoting third sector employability services.

This description does not represent an exhaustive list of responsibilities and tasks, but indicates the main responsibilities required from employees in the role. There may be a requirement to work evenings /weekends as necessary to ensure appropriate fulfilment of duties.



The organisation reserves the right to require employees to perform other duties from time to time and reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business.

PERSON SPECIFICATION

Essential requirements:

- Knowledge and some experience of working within the third sector in Scotland.
- Experience of planning and delivering events.
- Experience of delivering basic research projects and use of relevant Microsoft packages - Knowledge of policies, regulations, and funding sources relevant to community development.
- A willingness to learn and attend relevant training opportunities.
- Work effectively as part of a team, with wider networks and stakeholders.
- Excellent interpersonal, oral, written, numeracy and ICT skills.
- Efficient and proactive, with strong organisational skills.
- Record keeping and report writing skills.
- Ability to build strong, positive relationships with community members, organisations, and partners. Comfortable and confident in networking and representing Voluntary Action Angus.
- A personal commitment to organisational excellence; displays honesty, integrity, and a strong sense of ethics in all actions and decisions.
- A commitment to diversity, equality, and anti-discriminatory practice
- Previous experience in community development, project management, or a related role within the public or third sector.
- Demonstrated experience in engaging diverse communities and facilitating community development initiatives.
- Able to travel throughout Angus and support capacity building team members.

Desirable requirements:

- A good understanding of the employability sector or related sectors in Angus - Experience working in a multi-agency setting.
- Experience managing community-based projects from initiation to evaluation.
- Successful track record working in a membership and or volunteer-related environment - Involvement and leadership of specific activities such as grant awards or service projects.

- Training or certifications related to community development, project management, or public policy.
- Basic understanding of financial management, budgeting, and grant writing to secure funding for community initiatives
- Demonstrated ability to advocate for community needs and influence policy development at various levels.

For an application pack, please contact Katrina Taylor katrina@voluntaryactionangus.org.uk

Closing date for this post is Tuesday 24th September 2024