



Job Description Development Worker

Salary: £23,980 (based on 27 hour week)

Responsible to: Network Manager

Hours: 27hrs (Working pattern to be agreed between Network and successful candidate).

Contract: Fixed Term 31st March 2026 (Subject to successful funding)

We support, connect and advocate for third sector organisations within the North West of Glasgow so they have the funding, capacity and power to provide the best possible inclusive and sustainable services.

Our main activities

Organisation Development

We provide training and support to build capacity and support organisational development; creating space and opportunities to innovate and develop, for local voluntary and community organisations of all sizes.

Communication

We use a variety of platforms to communicate with our members; newsletters, social media and website. Ensuring they have up to date information to inform their work, and so they can share with each other.

Representation & Advocacy

The network coordinates & support 3rd sector representatives on local area community planning partnerships.

Convening members

We facilitate network meetings, both virtual and in person, and working groups, that are responsive to the ongoing and emerging needs of our members

We are looking for a new member of the team who has a strong sense of social justice, a passion for community development & knowledge & experience of the 3rd sector. Someone who is equally comfortable in local community gatherings & more formal council meetings: who is flexible, adaptable & will muck in with whatever tasks are needed to keep the



network running. Who understands the challenges small & medium local organisations face when providing services for our most vulnerable citizens and is skilled at making and promoting these connections between organisations & areas. The network runs an IT refurbishment project, where we take unwanted IT equipment & refurbish it and give it to those who are digitally excluded, you may be asked to support this work from time to time.

This is an office based role with opportunities to work in the local community.

Main Responsibilities

1. Work with organisations in local communities to support their work, paying particular attention to the local priorities and any gaps in services.
2. Identifying potential new members and encouraging organisations to join the network for support.
3. Using a variety of engagement techniques gather the views of network members, using the information to identify their priorities.
4. To make sure the network members have the most up-to-date information to support their work and ongoing development.
5. Ensuring our members have a voice and the tools needed to be involved and be equal partners in decision making structures at all levels.
6. Support local representatives that sit on Community Planning Meetings to compile & present reports.
7. Support the network training & meetings, working with members to identify areas for development.
8. To develop and facilitate communications between the Network, its members, and wider stakeholders, using IT, social media and face to face engagement.
9. To support the network manager and, when required, the Executive Committee, their funding bodies and partner agencies to provide regular reports on development progress and impact
10. Able to support the network manager in their role, arranging meetings, taking minutes and providing administration support where necessary.
11. Being an active participant in support and supervision sessions to ensure personal and Network development is ongoing.

12. To undertake any other relevant duties as appropriate to the post and directed by the Network Manager or the Executive Committee.

*Please Note - The post holder will be subject to “Fit Persons” check under the Protection of Vulnerable Groups (Scotland) Act 2007 and a **3-month probationary period**. No job or organisation is static and therefore all job descriptions will be reviewed periodically as part of an appraisal system.

Person Specification - Network Development Worker

The successful candidate will have:

Experience	Essential	Desirable
A knowledge of how the voluntary sector operates, its priorities and concerns and how it connects with public sector partners.	An understanding of how the 3 rd sector fits in with other structures & willingness to develop your knowledge in this area.	An awareness of Glasgow Community Planning Structures and how the 3 rd sector interacts with them.
Good understanding of the National & local policy & how it impacts on organisations & citizens.	Ability to interpret policy and how it impacts on the 3 rd sector and the people they serve.	Knowledge of the policies local, national and UK the impact they have.
Worked as an advocate, helping citizens or organisations to form their views & issues into arguments to present to decision makers.	An ability to support organisations to formulate their arguments around social justice, funding, policies & poverty. Identifying common issues between organisations & areas.	Direct experience of advocacy, either with citizens, groups or organisations.
An understanding of poverty, how it affects places, people and the lack of power associated with it.	Ability to demonstrate values that understand the poverty is not an individual issue but a result of unequal societies and the decisions they take.	Experience of working with communities experiencing poverty.

Experience of developing new projects or development work from idea to practice.	Demonstrate that you have been involved with a project from start to completion.	Evidence you developed an idea for a project and saw it through to completion.
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General Duties

Ability to present effectively oral reports and information, in person and online, to a wide variety of audiences, including network members.

Strong organisational skills and the ability to set and achieve realistic targets, and to manage own workload.

Ability to work as a member of a team and to link with a wide range of other people and organisations.

Sound computer, web literacy, and social media skills, using the MS Office suite of programmes, plus Zoom, and Teams.

Enthusiasm and commitment to the progress of the community and voluntary sector