

Development Worker

The role

The postholder will work with colleagues across the organisation to deliver the objectives outlined in [EVOC's five-year strategic plan](#).

They will have a particular focus on community planning, organisational development, policy and research.

They will report to the Service Delivery Lead, who manages several programmes, including community planning.

Key responsibilities

Advocacy

- Contribute to wider partnership work within EVOC, third sector and public sector partners, including supporting representation of third sector interests on multi-agency groups
- Develop responses to public consultations and policy proposals and develop new policies, strategies and plans.

Capacity building

- Provide a strong development function to collaborations through supporting the third sector and public sector partners to better meet the needs of local communities
- Develop positive relationships with individuals and community organisations by supporting place-based networks that contribute to community planning in Edinburgh
- Participate in various forums in the city, to share knowledge, maintain expertise, pioneer best practice, and provide and benefit from peer support
- Work with the EVOC staff team to ensure that third sector organisations are kept up to date with relevant developments in legislation, regulation, policy and funding and encourage them to respond appropriately.

Collaboration

- Sustain and deliver engagement through forums, workshops and events at a locality and city-wide level
- Facilitate communication, the sharing of good practice and encourage partnership working between third sector organisations and public sector partners.

Policy and Research

- Work with the EVOC staff team to contribute to the collection, collation and development of accurate, current and relevant resources, information and materials to support the work of EVOC and enable reporting
- Occasionally participate in funding panels by reviewing applications and making recommendations for where funding should be allocated

- Additionally, support colleagues with activities and events for other workstreams.

Operations

- Take responsibility for delivery in your area of work – community planning, organisational development, policy and research
- Report to and work closely with the Service Delivery Leads to make evidence-based decisions.

Financial Control

- Ensure delivery within budgets and to performance objectives.

Governance and Compliance

- Contribute to the delivery of the strategic plan in a manner that supports and guides the mission as defined by the Board and CEO
- Provide regular updates in-person and via the Service Delivery Leads and CEO to the Board to enable the Directors to execute their responsibilities.

Knowledge, skills and experience

- Relevant experience and a track record of success in service delivery
- Experience of working to deliver projects or services on your own or in a larger team
- Understanding and knowledge of community planning theory, principles, policy and practice and the role of the third sector
- Knowledge of issues faced by third sector organisations
- Experience of delivering projects on time and budget, in line with agreed work programmes
- Experience of working with diverse stakeholders, which may include the public, government, local authorities, funding providers and other voluntary organisations
- Understanding of the equality and diversity, access and inclusion, safeguarding, well-being, health and safety and physical security responsibilities of a team member and colleague
- Working knowledge of your responsibility concerning financial probity, cyber security, information management, sustainability and data protection in the workplace
- Strong organisational abilities, including planning workload and managing priorities and time
- Experience in report writing and presenting to a range of partners, funders and stakeholders
- Good IT skills, including all MS Office applications and effective strategies for finding and organising information.

Personal attributes

- Experienced with a proven track record and the ability to motivate, inspire and empower colleagues
- A personal commitment to creative approaches, ideas and creating space for better outcomes
- Good at working in a team and supporting others to do so
- A collaborative working style, taking time to listen, share and challenge
- Personal responsibility and care for wellbeing of self and colleagues
- A passion, professionalism and commitment to pursue the mission, ethics, vision, and values of our organisation
- An open-minded, positive, proactive, sharing and consultative approach to work

- Confident with personal integrity, adaptability, and responsibility and with a desire for delivering work to a high standard
- Proven ability to deal appropriately with confidential and sensitive issues
- Proven commitment to the development of self and others

Apply

Submit a completed application form to: recruitment@evoc.org.uk

Deadline: Wed 10 Sep 2025, 12noon

Interviews: Fri 19 Sep 2025