Third Sector Development Officer
(Governance and Funding)
Job Description

Post: Third Sector Development Officer

Focus: Governance and Funding

Salary: SJC Salary Scale AP 4 Spinal Column Points 27-30 (£30,546 -£33,637 per annum)

Hours: Full time at 32 hours per week (this is a permanent post)

Responsible to: Development Manager

Responsible for: strengthening governance, funding and long term sustainability across the third sector in Moray

Location: Home Based, with opportunities to hot desk and undertake outreach work in Moray as required

Main Purpose of the Post

To support the development and implementation of **tsi**MORAY's plans to empower a resilient, well governed and financially sustainable third sector in Moray. The post will encourage and support existing and emerging third sector organisations, including social enterprises, to strengthen their governance, secure sustainable funding, and play an active role in identifying and meeting the needs and aspirations of local people, contributing confidently to the local community.

Key aspects will focus on: building capacity; improving governance, strengthening funding and sustainability; fostering confidence and resilience; facilitating communication, co-operation and collaboration; engaging with key agencies.

Post Holder's Key Tasks and Responsibilities

Supporting & developing a strong sustainable third sector

To support the development of **tsi**MORAY's plans in relation to the development of a resilient, enterprising and sustainable third sector and be responsible for their implementation, including:

- developing positive professional relationships with third sector organisations, community groups, funders and public sector agencies
- Providing tailored information, guidance, and support to new, emerging and established third sector organisations in areas such as:
    - **Governance and leadership** - supporting boards, committees and trustees to meet regulatory requirements and adopt good governance practices.

- **Organisational development** - supporting groups to review structures, strengthen planning, and ensure effective management and accountability.
- **Funding and income generation** - identifying suitable funding opportunities, supporting applications, and building long-term financial sustainability.
- **Charity regulations and compliance** - helping organisations meet OSCR and other statutory reporting requirements.
- **Promoting equality, diversity, and inclusion** in governance and service delivery.
- **Risk management and safeguarding**

- facilitating communication, learning, co-operation and collaboration between third sector organisations, public sector agencies and the private sector, and between staff and volunteers of all three sectors;

- improving partnership working, as well as sharing and pooling of resources between third sector organisations, and between the third and public sectors, to maximise focus on outcomes;

- sourcing, managing and disseminating information to help ensure third sector organisations remain well informed about developments affecting their operating environment, effectiveness and sustainability;

- identifying, assessing and responding to third sector communication, development and training needs using a range of appropriate methodologies, including developing, organising and/or facilitating learning and development opportunities, such as seminars, workshops, forums, network meetings and training events;

- supporting the third sector to develop models of self-sustaining good practice at community level, sharing the learning within the third and public sectors to facilitate replication, resource sharing, and partnership working;

- monitoring and evaluating progress, including the production of outcome focused reports and evidence;

- adopting community development approaches to develop self-sustaining support processes to help avoid over-dependency on the role and help ensure sustainability

- facilitating third sector access to specialist advice, resources and support, including support from public and other third sector agencies – including specifically specialist support available to enterprising third sector organisations and social enterprises – and funding from other sources.

Other responsibilities

The post-holders will be expected to:
- develop and maintain appropriate records of their activities and interventions, including inputting and managing information on our recording and reporting database (Salesforce)
- evaluate and review feedback from third sector organisations and other stakeholders to inform the development of services;

- support the development and maintenance of appropriate records by others, including organisational databases;
- manage and report on their activities and impact, including any delegated resource allocation;
- work with the Chief Officer and others to identify and develop income-generation opportunities, including earned income and grant-funded projects;
- develop and maintain a record of protocols and standard operating procedures for all the operations for which they are responsible, as well as ensuring that all operational delivery aspects relating to this post are known and understood by the Chief Officer and others, in order to avoid over-dependency on individual staff members.

Self-management

tsiMORAY expects all its staff and volunteers to:
- develop constructive relationships and communicate effectively with internal and external colleagues, both paid staff and volunteers;
- know, adhere to and promote **tsi**MORAY's policies;
- participate in learning activities and performance development as required;
- recognise their own strengths and areas of expertise and use these to advise and support others;
- recognise their own areas of development and seek the advice and support of others to address them;
- fulfil any other duties that may reasonably be requested from time to time.

This job description is a general statement of the duties and responsibilities associated with the post. It is subject to periodic review and change to reflect the changing nature of the post and the needs of the organisation.

<u>Person's specification</u>

Skills and abilities

Essential

- Demonstrably excellent communication and interpersonal skills with the ability to build relationships with a wide range of stakeholders
- Commitment to promoting diversity, equity, and inclusion
- Excellent organisational and planning skills
- Ability to work on own initiative, without on-going supervision
- Able to manage competing priorities within tight deadlines
- A creative and innovative approach to project development with the ability to identify gaps and opportunities
- The ability to bring people together to agree and work towards common goals
- Skilled in the use of Microsoft 365 (particularly Word, Excel and Outlook)
- Ability to regularly attend and participate in meetings and events across and beyond Moray, including potentially during evenings and weekends

Desirable

- Strong understanding of governance within the third sector and funding to support sustainability
- Strong understanding of outcome focused evaluation processes
- Competent in the use of other computer software packages (particularly Microsoft Teams, Zoom and Salesforce)

Experience

Essential

- Experience in delivering training, workshops, or one-to-one support.
- Working and engaging with a wide variety of people, from a range of organisations and backgrounds, adapting approach accordingly
- Experience of operating within a complex and fast moving environment
- Experience of managing information

Desirable

- Experience in facilitating networks, forums or meetings
- Participating in and/or leading multi-agency, cross-sector partnership working
- Experience of working or volunteering within a third sector setting
- Experience of marketing and/or promoting services

Knowledge

Essential

- Knowledge and understanding of good governance and of Charity, Human Resource and other relevant regulations
- Knowledge and understanding of support available for the third sector, including funding sources

Desirable

- Knowledge of local community needs and third sector landscape
- Knowledge and understanding of the voluntary, community and social enterprise sectors in Moray

- Understanding of wider relevant social policy both in the UK and beyond

Training and Qualifications
Essential
- None[1]

Desirable
- A relevant further or higher education qualification

Other
Essential
- Committed to the work of the Third Sector
- Committed to a community development approach (enabling, empowering, and inclusive)
- Committed to inclusion, equality and diversity
- Flexible approach

Desirable
- Understanding and knowledge of:
    - the Moray area (geography)
    - the Moray area (voluntary, community, public and social enterprise sectors)
    - the Moray area (community profile)

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[1] We recognise that many people who have no formal qualifications find a path to working in the Third Sector. In keeping with our commitment to equal opportunities we do not wish to present unnecessary barriers to those who can demonstrate their ability to meet all essential (and many desirable) criteria for this post