



**Borders**  
Community Action

# **VOLUNTEERING DEVELOPMENT LEAD**

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## **RECRUITMENT PACK**

**CLOSING DATE:**  
30 JANUARY 2026



[www.borderstsi.org.uk](http://www.borderstsi.org.uk)

Borders Third Sector Interface Ltd,  
trading as Borders Community  
Action.

# Hello,

Thank you for your interest in joining Borders Community Action.

As the Chief Officer of Borders Community Action, I extend a warm invitation to you to be part of our inspiring journey towards positive and lasting change in our communities.

Borders Community Action's vision is to create thriving, resilient and inclusive communities where everyone can achieve their full potential. We believe in the transformative power of collective action and the potential that lies within the wider third sector. By joining our team, you'll have the opportunity to make a real difference in communities, working hand-in-hand with dedicated colleagues and passionate volunteers.

Together, we strive to empower the third sector in the Scottish Borders to create positive change by providing leadership, sharing knowledge and promoting collaboration. Our work is not just a job; it's a calling – a chance to leave a meaningful legacy that echoes through generations.

In this recruitment pack, you'll find detailed information about the role you could play in our vibrant team, the impactful projects you could lead, and the rewarding experiences that await you. Borders Community Action is committed to supporting your growth, providing a nurturing environment and celebrating your achievements.

Discover a fulfilling journey, a purpose-driven career and a community that believes in your potential.

Come, be a catalyst for change with us at Borders Community Action.

Warm regards,

Juliana Amaral  
Chief Executive Officer



# About Borders Community Action

Borders Community Action, launched is the Third Sector Interface (TSI) for the Scottish Borders.

We work to promote and develop a vibrant local third sector.

We are a one-stop point for the third sector and work with charities, social enterprises, community groups and volunteering.

We offer the following services:

- **Building capacity:** help setting up a new organisation, funding bids, training, drafting a constitution or other governing document and developing volunteering capacity.
- **Intelligence:** this is our know-how, which makes us a one-stop-shop you can tap into. We are the one place for volunteers, funding opportunities, support new and existing projects, policies as well keeping you informed about the latest developments relevant to the third sector in the Scottish Borders.
- **Voice:** we take this rich data/intelligence and make sure it is heard by budget holders and policy makers to inform their funding and policy decisions.
- **Connection:** we bring together relevant activists and organisations to learn, share and collaborate.

## **What is the Third Sector?**

The Third Sector, which includes charities, social enterprises and voluntary groups, delivers essential services, helps to improve people's wellbeing and contributes to economic growth. It plays a vital role in supporting communities at a local level.

## **What is a Third Sector Interface (TSI)?**

TSIs provide a single point of access for support and advice for third sector organisations within local areas. There is a TSI in each local authority area in Scotland. TSIs have an outcome framework focusing on supporting, developing and advocating for the third sector and social enterprise, also making it easier for people to volunteer with a focus on inclusion.



# Our vision, mission and values



To create thriving, resilient and inclusive communities where everyone can achieve their full potential



To empower the third sector in the Scottish Borders to create positive change in communities by providing leadership, sharing knowledge and promoting collaboration.



**'Bold'** - We are bold in how we represent the third sector and the communities we serve.

**'Trust'** - We are open and honest.

**'Wise'** - We share our knowledge and nurture the knowledge and skills in others.

**'Inclusion'** - We embrace diversity in our communities and use its strength to create positive change.

## Our Strategic Objectives



Support and develop volunteers, Third Sector Organisations and social enterprises via a responsive range of services, including training, information, advice and access to resources



Be a catalyst for community empowerment, enabling a culture of collaboration that maximises the influence and impact of the third sector across communities



Amplify the voice of volunteers and Third Sector Organisations representing their collective needs locally, regionally and nationally



Be an exemplar Third Sector Organisation with its members at its heart

# About the Role

## Volunteering Development Lead

<b>Working hours:</b>	<ul style="list-style-type: none"><li>• <b>1 position at 30 hours/week, or</b></li><li>• <b>2 positions at 16 hours/week each.</b></li></ul> We may divide responsibilities into West + Central and East + Central segments. Please indicate your preference in your application.
<b>Salary:</b>	£28,000 starting salary (pro rata)
<b>Accountability of post:</b>	The post holder will be line managed by and accountable to the Community Development Team Manager.
<b>Location of the post:</b>	Scottish Borders, Hybrid Working (office and in the community doing outreach work)

### About the role

Borders Community Action is a one-stop point for the third sector, working with charities, social enterprises, community groups and volunteers.

A key part of our strategy focuses on recruiting volunteers of all ages and backgrounds and matching them to appropriate organisations and opportunities. The role holder will play a key role in recruiting, training and developing as well as matching volunteers.

**We offer flexibility regarding this role and welcome all applications. We would consider one person or two people on a job share basis.**

### What we offer

- 36 leave days inclusive of public holidays (Pro rata)
- Flexible working 2 volunteering days in the year
- CLD Standards Council Membership Opportunity for professional development and growth
- A friendly and supportive work environment
- The chance to contribute to community developments
- Pension scheme with a total contribution of 10% on qualifying earnings (5% employee matched by 5% employer)



# About the Role

## Volunteering Development Lead

### Key responsibilities

#### Volunteer Engagement and Recruitment:

- To raise awareness of the opportunities connected to volunteering in the Borders across all age groups and demographics.
- To engage with volunteer-involving organisations to ensure that there are opportunities for volunteers of all ages and demographics.
- To develop and manage the Saltire Awards programme across the Borders, liaising with schools as well as engaging and supporting the network of Volunteering Ambassadors in schools and other organisations.
- Liaise directly with local businesses promoting and encouraging sign-up of employer supported volunteering.
- Develop and run volunteer promotion events, recruitment fairs and recognition events as well as representing BCA at third party events.
- Promote the Volunteering for All through community volunteering opportunities involving people of all ages to take part.
- Directly match volunteers to volunteering opportunities and record formal and informal volunteering placements.
- Monitor and record feedback obtained by volunteers and organisations.
- Project Development and Management.

#### Partnership Building:

- To work with third party organisations and employers to promote the benefits of volunteering.
- Establish and maintain effective partnerships with Scottish Borders Council, local and national agencies, other third sector interfaces, and other stakeholders to enhance collaboration and resource sharing regarding volunteering.
- Work closely with partners to develop joint initiatives that align with the TSI framework and contribute to community development goals.

#### Capacity Building and Training:

- Identify training needs to develop tailored training programmes that address the specific needs of the volunteers and organisations.
- Skill and knowledge building through training and development.
- Engage with and lead a network of volunteers and volunteer coordinators.

# About the Role

## Volunteering Development Lead

### Day-to-day responsibilities

#### Project Development and Management:

- Manage the delivery of awards and recognition programmes such as the Saltire Awards, Duke of Edinburgh Awards and any other.
- Responsible for the administration of volunteering opportunities, placements and Saltire Awards.
- Involvement and leadership of specific activities such as grant awards.
- Lead on volunteering events, such as Volunteers' and Trustees Week, that support recruitment, recognition and retention of volunteers in the region.

#### Data Collection and Analysis:

- Collect relevant data and conduct assessments to identify volunteer and organisation needs, strengths, and areas for improvement, informing future programmes and initiatives.
- Analyse data to generate insights and evidence-based recommendations for effective volunteering recruitment and development strategies.



# About You

## Volunteering Development Lead

### SKILLS

#### Essential

- Ability to build strong, positive relationships with community members, organisations and partners and individual volunteers.
- Excellent written, oral and social media communication skills.
- Strong planning and organisational skills.
- Strong internal and external networking and engagement skills.
- Ability to work on own initiative, manage workload and work to deadlines.
- Ability to work effectively in a team and independently, demonstrating flexibility and adaptability.
- Strong organisational skills.
- Record keeping and report writing skills.

#### Desirable

- Knowledge of local policies, regulations, and funding sources relevant to volunteering and third sector organisations.
- Basic understanding of financial management and budgeting.
- Demonstrated ability to advocate for community and volunteer needs and influence policy development at various levels.

# About You

## Volunteering Development Lead

### PREVIOUS EXPERIENCE

#### Essential

- Previous experience in volunteer or 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.

#### Desirable

- Experience managing community-based volunteering 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 volunteering awards.

### OTHER

#### Essential

- Ability to work with minimum supervision to a high standard
- Driver with access to own transport and Business Insurance
- Ability to be flexible about working evenings and weekends
- Commitment to diversity, equality and anti-discriminatory practice

#### Desirable

- Confident and self-motivated
- Flexible, "can-do approach"
- Patient and approachable

# How to Apply

## Volunteering Development Lead

We invite applicants to complete the job application form by demonstrating how their skills, knowledge, and abilities align with the role of Volunteering Development Lead. We encourage you to reflect on any challenges faced and the key lessons learned. This is your opportunity to showcase your impact and suitability for the role, so be sure to highlight your contributions and successes in previous positions.

### **Key dates in the process:**

**Applications deadline:** 5pm on Friday, 30 January 2026

Interviews are currently scheduled for **Monday, 9 February or Monday, 16 February**. Interviews will be in person at the main office at Drygrange, Melrose.

### **If you have any questions or would like to discuss your application:**

Questions are perfectly normal and especially if you want to understand how flexible the role can be. Please call the office 0300 124 7522 and ask for Fiona Benton or John Evans, alternatively email: [recruitment@borderscommunityaction.org.uk](mailto:recruitment@borderscommunityaction.org.uk)

**Completing and Submitting your application:** Applications can be obtained online via [the Borders Community Action website/ careers](#), or using the following link: [Job Application Form](#)

Please use the support statement to showcase how your previous education and/ or experience contribute to the job specification highlighted in this document.

Good!  
Luck!