

Development Worker (part time, fixed term contract)

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 provide organisational development and capacity building support to third sector organisations in Edinburgh, identifying, prioritising and responding to the needs of the sector.

They will also support the development and delivery of strategic fundraising initiatives, including researching funding opportunities, supporting other organisations with fundraising advice, preparing grant applications, and contributing to long-term income-generation plans that strengthen EVOC's sustainability.

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 from statutory partners in partnership with key third sector stakeholders.

Capacity building

- Provide guidance on range of issues including good governance and organisational development, offering best practice advice on a range of simple and complex situations e.g., creating, modifying a constitution or restructuring a charity.
- Identifying patterns and common issues arising within the sector that indicate individual and organisational development and capacity needs and developing a suitable response to address the need.
- Participate in a number of strategic and operational forums, 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.
- Additionally, support colleagues with activities and events for other workstreams.

Operations

- Take responsibility for delivery in your area of work – organisational development and capacity building.
- Report to and work closely with the management team 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.
- Knowledge of issues faced by third sector organisations.
- Working knowledge of the practical application of organisational development, capacity building, training and support principles, policy and practice, in the third sector
- Some working knowledge of the practical application of governance, trustee and charity law
- Ability to interpret and communicate complex information in a user-friendly manner when dealing with enquiries
- Experience supporting organisational development change management processes
- 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.
- Previous experience of supporting fundraising activities – writing grant applications, participating in fundraising panels, setting up corporate sponsorship activities
- 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

- 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: 9am, Tue 7 Apr 2026

Interviews: Fri 17 Apr 2026