**Role Title:**  Community and Organisational Development Lead

**Weekly Hours** 21 hours

**Location** Blended working between home, VANL office and community venues in

North Lanarkshire

**Offer letter and contract provide full terms and conditions**

1. **Role Purpose and Background**

To contribute to delivery of relevant NL community and voluntary sector strategies including:

* Community and Voluntary Sector Strategy
* Children, Young People and Families Strategy Volunteering Strategy
* Community Solutions Strategy
* VANL’s Strategic Plan

This will be achieved by supporting and developing the capacity and effectiveness of the Community and Voluntary Sector in North Lanarkshire using a community development and learning approach in the following areas.

* sector engagement and partnership working at local level, working with colleagues from NLC and NHS Lanarkshire
* NL-wide sector development and collaboration and cross-sector partnership working on specific themes and topics
* organisational development and support
* volunteering development and support

This role involves active participation at local Community Boards and the associated LOIP sub-groups. Individuals should have at least a basic understanding of the Community Planning structure in North Lanarkshire and knowledge of the localities covered.

1. **Reports to and supported by:** Head of Community Development
2. **Direct Reports:** None at current but subject to change
3. **Key Responsibilities**

**4.1 Role Specific**

* Work with VANL and external colleagues in NLC, NHSL and community and voluntary sector to facilitate effective community and voluntary sector engagement at local level with individual organisations, local anchor organisations, Community Solutions consortia and other relevant locality groups. (Locality to be agreed with line manager).
* Work with VANL and external colleagues to support NL-wide development and co-ordination of community and voluntary sector activity on one or more specified themes including associated partnership working. (As agreed with line manager)
* Work with VANL and external colleagues to provide effective guidance, training and support to community and voluntary Sector organisations (including social enterprises) one or more specialist topics (e.g. governance, funding, ICT, evaluation). (As agreed with line manager.)
* Work with VANL and external colleagues to provide support to community and voluntary Sector organisations within assigned locality on volunteering issues.
* Engage with and support CVS organisations in North Lanarkshire, both individually and collectively in a manner the encourages and enables partnerships, collaboration and growth

**Any other duties relevant to the role as agreed with line manager.**

**4.2 Professional and Corporate**

* Work collaboratively and communicate effectively with VANL and external colleagues.
* Participate effectively in programme and VANL planning, evaluation, learning and improvement processes.
* Support effective information management in accordance with data protection requirements, including VANL’s databases.
* Support VANL’s external communications through events and digital communications.
* Fulfil the role to the highest possible standard, acting professionally always in accordance with VANL’s Employee Code of Conduct and corporate values.
* Uphold VANL’s reputation at all times.

**5. Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| 1. **Educational Attainment (Line manager to specify)** |  |  |
| 1.1 Degree in relevant discipline |  | **\*** |
| 1.2 Specialist training/qualification and/or equivalent experience relevant to the role |  | **\*** |
| 1. **Values, attitudes and knowledge** |  |  |
| 2.1 Demonstrable commitment to and understanding of the mission and values of VANL | **\*** |  |
| 2.2 Understanding of the community and voluntary sector | **\*** |  |
| 2.3 Demonstrable commitment to working in North Lanarkshire to make a positive contribution to residents, communities and the community and voluntary sector | **\*** |  |
| 2.4 A positive and “can do” attitude with a willingness to engage, reflect, learn and improve | **\*** |  |
| 1. **Skills and Qualities** |  |  |
| 3.1 Good verbal and written communication skills, including presentation skills | **\*** |  |
| 3.2 Able to work well with internal and external colleagues | **\*** |  |
| 3.3 Pro-active with a willingness to develop new ideas and innovate | **\*** |  |
| 3.4 Able to plan and manage work well to deliver good-quality outputs to schedule. | **\*** |  |
| 3.5 Able to use ICT effectively to fulfil working responsibilities | **\*** |  |

[document ends]