

Development Officer Job Description

Post	Social Enterprise Development Officer
Purpose	To deliver capacity building and business support to a wide range of clients and projects throughout Scotland.
Responsible to	Development Lead
Length of contact	We have two posts available at this time <ol style="list-style-type: none"> Initially a 2 year post with the possibility of extension to a permanent contract thereafter. A Maternity cover option for 6 months.
Hours	Our preference is full time (37.5 hrs pw) but will consider part time. Please state your preference in the application form. Working patterns can vary depending on client availability: evening and weekend work is likely, for which time off in lieu is arranged.
Remuneration	£36,000 f/t pa. 7.2% Workplace pension employer contribution
Annual Leave entitlement	37 days
Location	Hybrid working model. There is a minimum one day per week in the West Lothian office, though we encourage more collaborative working beyond that. Travel throughout Scotland required. The post holder must hold a clean driving license and access to a car.
How to apply	Application form. Email to janice@communityenterprise.co.uk
Closing date	9am Monday 22 nd September
Interview date	Relatively quickly after that so please let us know your availability over that two week period beyond the 22 nd .
Further information	If required, contact Judith Eele, Development Director at judith@communityenterprise.co.uk

About this role

This is an exciting and challenging opportunity to work with a driven team of social enterprise and community developers in Scotland's most well regarded and effective social enterprise support providers. Community Enterprise Ltd is a well-established third sector support organisation with a progressive outlook and a diverse portfolio.

Demand for our services continues to grow and we are looking to add to our Development Team to meet that demand. The post involves delivering capacity building and business support to a wide range of clients and projects across Scotland. These can range from established social businesses to smaller voluntary sector organisations concerned about their sustainability as well as new and emerging individual social entrepreneurs.

We are keen to enhance the capacity and skillset of our development team where possible by recruiting someone with experience in some or all of the following: finance and financial, impact evaluation and marketing. This is not mandatory. The successful candidate will be able to deliver this alongside broader development work.

Main Duties

1. Work as a member of the Development Team to deliver consultancy, advice, learning and support activities for existing and emerging social enterprises whether that is through free support, funded programmes or through direct commissions.
2. Identify and analyse the key issues affecting individual organisations and communities and create appropriate responses which may include documents, reports, applications and plans. Examples of these are options appraisals, research summaries, funding assessments, strategies and business plans.
3. Undertake financial assessments of an organisation to identify key issues and/or set out cash flow projections to identify future options.
4. Provide some support to organisations who are facing challenges as part of our crisis service.
5. Undertake market research and community consultation, which will include survey design and analysis to stakeholder interviews, open meetings, focus groups and on-line research as examples.
6. Deliver training and capacity building support to strengthen the organisations we work with.

General duties

7. Contribute to the achievement of Community Enterprise's overall organisational objectives and targets.
8. Represent Community Enterprise at business meetings, seminars and conferences relevant to the Social Enterprise and broader Third Sector.
9. Collaborate with co-workers engaged in other Community Enterprise ventures to ensure a joined up, added value approach.
10. Contribute to research projects, evaluations and impact assessments carried out more widely.
11. Participate in and contribute to team learning and development.
12. Prepare regular reports on activities for the Development Director and keep records up to date.
13. Such other tasks as may be required which are consistent with the duties and responsibilities of the post.

Person Specification

Real experience, aptitude, values, fit with team and a sensitivity to the enterprising third sector are more important to us than formal qualifications. With that said, accredited training or qualifications will be viewed positively. This post is fast paced and deadline driven: it needs someone who can combine analytical skills with a practical and sensitive approach to a range of people and situations. Excellent and quick written skills are crucial.

		Essential or desirable
Qualifications	Qualification to degree level or equivalent	D
Practical experience	Providing capacity building and business support to third sector organisations and social enterprises.	E
	Experienced in community consultation methods (surveys, public meetings, focus groups)	D

	Working in partnership with other third sector agencies and stakeholders	D
	Experience of matching commercial reality with social aspirations	E
Skills	Able to analyse a situation and draw out the key issues	E
	Able to read company and management accounts, prepare budgets and cash flow forecasts	D
	Adept relationship builder who clients and partners warm to and can trust	E
	Able to problem-solve and design and implement solutions in collaboration with others	E
	Excellent report writing skills and ability to write well at speed	D
	Good verbal communication skills and able to present to a wide range of audiences	D
	Good IT skills and proficient in the use of Microsoft Office	D
	Able to manage time effectively, work to deadlines and manage several projects simultaneously	E
	Ability to work effectively as part of a team	E
Knowledge	Knowledge of the third sector landscape in Scotland, specifically of support agencies, programmes and initiatives providing growth and capacity building in the sector	E
	Sound understanding of how funding and finances works, including charitable trading, grants and contracts	D
	Knowledge of community owned asset development	D
	Knowledge of governance and legal structures within the Third Sector	D
Personal attributes	Proactive and positive with a strong work ethic	E
	Self-motivated and confident	E
	Committed to the third sector in Scotland and passionate about social change	E
	Willing to travel across Scotland or further afield with occasional overnight stays when required. Willing to adopt flexible working patterns: at times work needs to be delivered in the evenings or weekends to suit clients	E