Community Development Officer Job Description

Development Officers will provide a range of services and support to all local third sector organisations, communities and volunteers. In addition, Development Officers may be allocated one or more functional lead role(s). The scope of these functional lead roles is detailed at the end of this job description.

Key Responsibilities

- Manage a personal workload and plan
- Ensure MILO/SalesForce is updated continuously with all activity
- Prepare regular and occasional reports as directed by your line manager
- Identify, develop and promote Case Studies to illustrate best practice
- Promote Membership of CVS Falkirk
- Conduct and record Organisation Health Checks for all new clients and update annually for existing clients
- Produce regular information updates for publication on our website and distribution via our ebulletin
- Take the lead on delivering at least one event each year around your area of speciality, and/or one area of the Third Sector Conference.

Supporting Volunteers & Volunteer Involving Organisations

- Support volunteers to register and find placements
- Work with volunteer involving organisations to identify, develop, record and advertise volunteering opportunities
- Work with organisations to ensure they are able to deliver well managed and supported volunteering opportunities
- Promote quality standards in volunteering, such as the Volunteer Friendly award, and encourage VIOs to participate in this.

Supporting the third sector to grow

- Work with third sector organisations to identify barriers to growth and sustainability, and to build capacity
• Prepare Organisation Health Checks that identify the support that can be delivered by CVS Falkirk to improve the organisation's sustainability and capacity to deliver and grow
• Identify and promote opportunities to develop new third sector organisations
• Promote the principles of co-production and community engagement (including the use of National Standards for Community Engagement and VOiCE)
• Act as a broker for potential third sector partnerships, and provide advice on procurement
• Identify and promote funding initiatives and opportunities, support to complete funding applications
• Promote and assist with delivering all aspects of good governance across the third sector

Supporting the third sector to become more enterprising

• Identify and promote opportunities to develop new social enterprises, and new enterprising opportunities in existing third sector organisations
• Work in partnership with local and national bodies to support local social enterprise growth and sustainability
• Promote the social enterprise model at business and networking events
• Promote the activities and membership of the local SEN

Encouraging and developing community capacity and resilience

• Identify and promote opportunities to develop new community solutions and appropriate organisations
• Adopt and promote the national Community Learning & Development (CLD) principles
• Work in partnership with local authority colleagues to respond to locality needs identified through Community Planning Partnership priorities
• Provide specialist support and training around participatory budgeting activity locally

In addition:

• Contribute to the design and delivery of training, internal and external
• Contribute to the design and delivery of an annual programme of events
• Attend and participate in internal and external meetings
• Maintain a culture of continuous improvement, actively engaging in initiatives such as EFQM, HWL etc
• Promote and publicise the Third Sector Forums and online discussion boards facilitated by CVS Falkirk
• Be consciously mindful in all activities of the need for equality of access, and take positive steps to ensure equalities expectations are met and exceeded.
• Actively promote membership of CVS Falkirk to ensure our relevance locally.
• Ensure all activity aligns with the Priorities and Outcomes of the Falkirk SOLD plan

**Functional Lead Roles**

As a Functional Lead, in addition to your day-to-day functions above, you take responsibility for leading on a specific topic or topics, including but not limited to internal and external training, arranging and attending external events, liaising with local and national development bodies, promoting and engaging in local and national consultations, making recommendations to the Management Team about changes in practice, service delivery, policies etc.

**Community Development**

- Liaise with partners in CLD for local engagement activity
- Use Place Based standards, Asset Based Community Development, National Standards for Community Engagement and VOiCE for recording of same in all activity.
- Lead on our relationship with COSS/SCDC and other national bodies, publicising activities, initiatives and policy matters internally and externally, including through our website
- Co-ordinate internal and external training to support good community development practice
- Develop an awareness of Participatory Budgeting and actively seek out opportunities and sources of funds to promote this locally
- Attend local and national events that support and promote community development
- Ensure local community development work aligns with the priorities and themes of the SOLD plan, local action plans and community development plans
- Focus on specific identified areas of socio-economic disadvantage or in sports & wellbeing as assigned (East, West, Central and Sports/Wellbeing).

**Sports and Wellbeing**

- To give advice, guidance and support to local sports/activity groups
- Help recruit, retain and develop a network of volunteers, coaches, leaders who in turn support sports/activity programmes within the community
Skills, Knowledge and Attributes – Requirements (both essential and desirable)

Essential:

Good knowledge of Falkirk area and its communities

Good written and numeracy skills

Experience of Microsoft Office packages

Willingness to learn; work as part of a team and to help others

Desirable:

Knowledge of the third sector

All CVS Falkirk staff are expected to work in a flexible manner and to assist line managers in the discharge of their responsibilities, particularly the following:

Maintain a best value culture

Contribute to a positive and inclusive working environment within which regular performance review takes place and undertake further training, as appropriate

Ensure safe working practices in which the health, safety and welfare of colleagues are not jeopardised

Participate in the implementation of effective operational plans to meet the objectives of CVS Falkirk's services

Assist in meeting appropriate operational and other statutory targets.