

VOLUNTARY ACTION SOUTH AYRSHIRE

JOB TITLE: Strategic Development Officer (Capacity Building)

SALARY LEVEL: TBC

HOURS PER WEEK: 35 (mainly Monday to Friday day time hours although occasional evening and weekend working may be required)

LOCATION: Crown Street, Ayr

RESPONSIBLE TO: Chief Executive Officer

OVERVIEW: The role of the Strategic Development Officer (Capacity Building) will be to work in conjunction with other senior team members to ensure VASA deliver a quality and effective service to Third Sector organisations locally and to oversee the Reshaping Care for Older People Change Fund Team/

The main focus will be on capacity building for all Third Sector organisations including advice, support and guidance on topics covering: funding, governance, policy development, organisational structure and areas of best practice to ensure South Ayrshire have a vibrant, sustainable and effective Third Sector.

The post is partly being funded through the Change Fund as part of the Reshaping Care for Older People programme.

This team member will require having extensive knowledge of the Third Sector and a strong skills base to offer a diverse range of delivery methods to meet local needs and demands.

CONTRACT PERIOD: Initially 20 months

DUTIES:

1. To lead the Change Fund Team to ensure all targets are met as per the agreed work plan.
2. To carry out induction, support and supervision and training of the above team.
3. To attend Lead Partner meetings re the Reshaping Care for Older People as directed by the Chief Executive Officer.
4. Deliver targets as set in the yearly VASA core work, work plan.
5. Meet with senior team members on a regular basis to help plan and develop VASA,s services.
6. Take the lead with regard to data collection using the MILO.
7. Design and deliver training (accredited in some cases) /workshops/road shows and other events covering capacity building topics to meet local demand.
8. Liaise with partners, external agencies, third sector organisations by telephone and face to face.
9. Prepare monthly reports for the Board of Management and produce other documents and reports as required.
10. Manage budget for Change Fund project.
11. Ensure VASA's website (Older Peoples Section) is updated on a regular basis.
12. Carry out any other duties as directed by the Chief Executive Officer/Board of Management.

SKILLS, KNOWLEDGE, EXPERIENCE & ATTRIBUTES – REQUIREMENT:

- Substantial knowledge base on all aspects of Third Sector Governance.
 - Ability to create templates and action plans.
 - Experience of generating funding searches, writing successful funding applications and training organisations on best ways to generate income.
 - Third Sector Law training.
 - Excellent working knowledge of Word, PowerPoint, Excel and Access.
 - Ability to conduct one to one and group sessions in a clear and concise manner with Third Sector organisations on the services of VASA.
 - Be empathetic to the needs of small Third Sector organisations.
 - Time management skills and the ability to meet deadlines.
 - Knowledge of the Disclosure System.
 - Knowledge of the Volunteer Friendly Award.
 - Ability to carry out presentations and training sessions.
 - Ability to produce reports, newsletters, information sheets and generate monthly statistical information as required.
 - Be a car owner, driver.
 - Have experience and confidence of communicating with partner agencies at the highest level.
 - Good standard of English (spoken and written (including grammar and punctuation)) with a polite and approachable manner.
 - Strong team working skills, experience of supporting team colleagues on a 'business needs basis'
 - Sound working knowledge of safe working practice.
 - Extensive experience of working with confidential issues / sensitive information.
- **All VASA 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 VASA services
 - Assist in meeting appropriate operational and other statutory targets