



HIGHLAND
THIRD
SECTOR
INTERFACE

Development Officer (Governance)

Recruitment Pack

Closing Date: **10am 7th April 2025**

Hello,



Thank you for your interest in working here at HTSI!

We know that we are biased but working here at the Highland Third Sector Interface is a great experience. We care about our staff team and whether this is just the next step in realising your ambitions to change the world or you want to make a change in your career and experience something new, we have a lot to offer.

As part of the HTSI team you will find that we first of all treat you with dignity, we trust you and we believe that you are capable of doing great things. You will be expected to do your role well, to take responsibility and ownership for your work and its outcomes, but you will also receive support and access to training.

Creativity and initiative are highly valued as we believe that it makes a team stronger and that as individuals we are better problem solvers.

We are looking for someone who wants both the chance to make a difference and to experience a working life that is flexible, challenging, rewarding and respectful. This is a post within a small team that works across the Inner Moray Firth and Wester Ross and supports organisations around their set up, changes, crisis and where necessary closing down responsibly. The ideal person will be someone who loves working through a problem and finding options and solutions for the group to decide on.

I genuinely look forward to hearing from you and hope to see you through our recruitment process.

Mhairi (Chief Officer)



About Us.

The Highland Third Sector Interface started work in late 2012 and officially launched early 2013. We are funded by the Scottish Government, among others, and are one of a network of 32 other 'Third Sector Interfaces' across Scotland.

What is a TSI?

A Third Sector Interface provides a single point of access for support and advice for the Third Sector within a local area. They have an outcome framework that they have to work within, but how that is done is very much based on local need and diversity within the geography and nature of the Third Sector in that area.

What is the Third Sector

The Third Sector is a generally under used term that encompasses a wide range of charitable, not-for profit enterprise, voluntary led, voluntary involving, unconstituted, constituted, community focused or community interest organisations. It is complex, unique and challenging, while also passionate, grounded and at times a little political. You certainly are never bored working in the breadth and depth of the Third Sector.

Our Themes Of Work:

Be a Central Source of Knowledge



- The Third Sector locally
- Local and national policy and how it might affect local Third Sector
- Communities and citizen
- How the Third sector can contribute to those agendas

Dependent on Local Context



- Local needs and what others are doing

Voice



- Ensuring a strong Third Sector voice
- Voice at a strategic level within local planning structures and nationally
- Running Forums

Build Capacity



- Developing the capacity of volunteering, community groups, voluntary organisations and social enterprise to achieve positive change

Connect



- Providing leadership, vision and partnership and collaboration
- Co-ordination to the local third sector to better respond to local priorities, including through partnership and collaboration

Our Vision:

“Through the support and advocacy of HTSI ,the Third Sector in Highland will be strong, valued and invested in by our communities, statutory partners and businesses. They will have a powerful voice and representation in the development, planning and, where appropriate, delivery of local services.”

£710,528

**Scottish Government
TSI Funding**



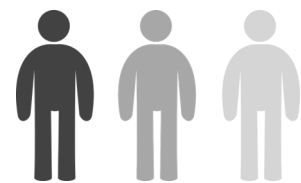
1

Online Training Platform



**5 Regionally
Commissioned
Partners**

**22 Staff
Members**



**Hosting four projects on
behalf of Partnerships
in Highland**



**8 Board
Members**



**8 Third Sector Forums for
peer support**

**400+
Members**



Working At HTSI.

Our Place Of Work

The majority of the team are based directly from the main HTSI Office in Dingwall, including this post. Many of the team based there have the flexibility to work informally from home when possible and with the agreement of their line manager, though attendance in the office is expected at times.

We do have teams working from the Police Station in Inverness, a few individuals who are formally based from home and others based from our social Café 1668 on Church Street in Inverness.

Benefits

We endeavor to provide our team with the best package that we are able to offer, this includes:

- 30hr fulltime working week
- 28 days annual leave plus an additional 11 days public holidays, including office closure over Christmas and New Year
- Flexibility to accommodate long term health conditions with working pattern and to work around medical appointments
- Employer Pension Contribution of 5%
- Flexibility to accommodate caring responsibilities as far as possible and reasonable
- Enhanced Maternity, paternity, adoption and shared parental leave
- Enhanced sick leave
- Access to training and development
- Robust support and supervision
- Free parking on site in Dingwall and access to expense cover for mileage, subsistence and sundry items connected to undertaking your role

About This Role.

Job Title	Development Officer (Governance)
Hours	30 hours a week
Salary	Starting Salary £26,746.30* progressing to £30,125.70
Line Manager	Head of Community Impact
Contract type	Permanent subject to funding
Location	Office based with some flexibility, Dingwall

* Salaries are usually subject to annual cost of living uplifts in April in addition to the incremental increases where applicable.

Purpose:

The post will be one of a team of development officer posts specifically intended to work closely with Third Sector Organisations (TSOs) throughout the Inner Moray Firth. This role will be focused on capacity building role that will support organisations around their governance, board development, or strategic planning as well as health checks. This role will work with organisations who are starting out, going through difficulty, changing their governance or closing down.

The post holder will be responsible for guiding groups around these topics, ensuring that they are informed of the regulatory and legal information necessary.

Responsibilities:

- To maintain a personal competency in relation to the needs of the role, including but not limited to, knowledge and understanding of the regulatory and legal aspects of running a TSO, good practice in governance, charity law and funding practices.
- To support TSOs on a one-to-one basis with guidance, maintaining accurate case records and systems recording these interactions.
- To deliver training and information sessions to TSOs as necessary.
- To contribute to materials that support the service as agreed by the line manager.
- To contribute to the production of reporting and statistics.
- Reporting against reporting requirements and outcomes as required.
- To work collectively across the development team and wider HTSI organisation collaboratively, respectfully, fairly and honestly; always undertaking to represent the organisation in an appropriate manner and with the integrity expected by HTSI.
- From time to time, it might be necessary to work out with the normal working hours, under those circumstances TOIL will be made available to the individual.
- To undertake any other reasonable task required of the post by the line manager.

About You.

Qualifications and Training:

- Good standard of education with a minimum of Higher Grade or equivalent in English
- Evidence that you take your own personal and professional development seriously, i.e. engagement with professional training
- Full UK driving license and access to the car for work purposes

Experience:

- Experience of working within the Third Sector for more than two years
- Experience of the implementation and upkeep of work planning
- Experience of Third Sector Governance and charity regulation
- Experience of delivering training and/or one to one advice work
- Experience of development within a small/medium organisation.
- Experience of governance from the perspective of working or volunteering within the Third Sector.
- Experience of facilitating and working within a community setting

Knowledge, Skills and Abilities:

- Knowledge of the third sector, ideally within Highland and/or a rural area.
- Knowledge of existing support, training and tools available to the Third Sector in Highland
- Knowledge of charity law/regulation
- Knowledge of infrastructure support for TSOs
- An ability to write and deliver training to a high standard
- A high competency in oral and written communication skills – graduate level or equivalent.
- Knowledge of the role and functions of an Interface, specifically the Highland TSI.
- Good presentational skills, including the ability to create and use PowerPoint.
- Good Computer and IT skills including – Microsoft, Windows and Excel, and social media

Your values and behaviours

- Self-starter, proactive and excellent organiser with the ability to work to project management level.
- Leadership skills and an understanding of which style of leadership is appropriate for a given situation
- Negotiation, representation and influencing skills
- Good interpersonal skills – flexibility for different audiences, tact, diplomacy, adaptability.
- Honesty and integrity
- Approachable, confident and at ease with others.
- Ability to work as part of a team and under pressure.
- Commitment to the principles of confidentiality, and equality of opportunity

How To Apply.

We want applicants who are comfortable talking about how they have used their skills, knowledge and abilities. Please make sure to include a focus on your own responsibilities, activities and outcomes you have achieved or lessons you have learned in your application.

Key Dates in the process:

Applications deadline: **10am on the 7th April 2-25.**

Interviews are provisionally scheduled for the **14th of April**, in person preferably but via MS teams as an alternative at need and by agreement.

If you have any questions:

Questions are perfectly normal and especially if you want to understand how flexible, flexible is, or what scope for adjusting the starting salary there is for more experience. In the first instance please call the office **01349 864 289** and ask for Mhairi or Hannah, alternatively email **recruitment@highlandtsi.org.uk**

Submitting your application:

Applications should be sent to **recruitment@highlandtsi.org.uk** with the subject line '**Application for employment**' and include an indication of any support or adjustments you would need to attend the

Interview along with the following:

1. A CV, not more than three sides of A4 and including two referees
2. A Personal statement to include
 - A general statement in support (maximum 300 words);
 - An outline of a time you have supported or been involved in a community group, what your role was, what were some of the challenges and successes, and what you learned from this experience (maximum 300 words), and;
 - An example of your communication skills, what you were communicating, to who, how you did that and a reflection on your own learning from that (Maximum 300 words)
3. Your personal statement must also include, in addition to the above word count, the following signed statement:

I can confirm that the work submitted in my application, including the formatting and presentation of this work, are wholly my own.

I understand that HTSI may use external individual in their recruitment processes and know that should I wish to confirm who will be included in the recruitment panel I can ask via recruitment@highlandtsi.org.uk at any time.

I also confirm that I understand the role may be subject to disclosure or PVG checks and that I have disclosed any offences I am required by law to disclose in my application statement. I understand that HTSI considered applicants with criminal convictions on a case by case basis and that if I have any convictions it is not necessarily a barrier to employment.

(If you are unclear about what to declare you can check guidance provided by the CAB [HERE.](#))

Good Luck



**HIGHLAND
THIRD
SECTOR
INTERFACE**