



HIGHLAND  
THIRD  
SECTOR  
INTERFACE

# Senior Development Officer—Employability

## Recruitment Pack

Closing Date: **10am 11th of November 2024**

*In Partner ship With*



Scottish Government  
Riaghaltas na h-Alba  
gov.scot

[www.highlandtsi.org.uk](http://www.highlandtsi.org.uk)

# 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, 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. As this is a partnership post with Highland Council, we are also looking for someone who can work well in partnership and with a wide audience; the ability to facilitate and connect will be critical!

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**



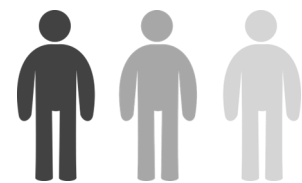
**1**

**Online Training Platform**



**5 Regionally  
Commissioned  
Partners**

**24 Staff  
Members**



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



**6 Board  
Members**



**8 Third Sector Forums for  
peer support**

**300+  
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 do:

- 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.

<b>Job Title</b>	Senior Development Officer (Employability)
<b>Hours</b>	30 hours a week
<b>Salary</b>	Starting Salary £29,973.90*
<b>Line Manager</b>	Initially HTSI CO
<b>Contract type</b>	Initially for a three year funding period

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

## Purpose:

The post is a joint commitment between HTSI and the Highland Council and is intended to support strengthening employment outcomes for the people of the Highlands through improving the capacity, scope and influence of third sector employability provision.

The postholder will engage actively with local and national third sector providers to understand their strengths and challenges, identify opportunities for and support partnership working across sectors. They will support third sector employability providers with organisational and business development. They will advocate for the sector strategically on relevant partnership boards and working groups.

## Responsibilities:

### Knowledge and intelligence

- Review, map and maintain a record of third sector employability activity, opportunities, challenges and priorities for the area.
- Keep up to date with and share information on national employability policy and funding developments as relevant to the sector.

### Collaboration and relationships

- Establish effective working relationships with local and national third sector providers and represent all perspectives fairly.
- Build positive relationships with strategic partners involved in employability and related services in the Highlands.
- Work pro-actively to support the sector to explore and develop opportunities for working in partnership including, but not restricted to, Consortium models.
- Support business development within the sector to strengthen preparedness for opportunities.
- Develop and maintain formal and informal routes of engagement with the sector including

preparing and chairing the quarterly HTSI Employability Forum.

### Advocacy and development

- Attend and advocate for the sector on the Highland Employability Partnership, Local Employability Partnerships and any other relevant strategic groups as appropriate.
- Support and help inform HEP strategy development including ensuring transparent and accessible commissioning of employability services.

### As a team member

- 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.
- Be professional, working respectfully and honestly
- Undertake any other reasonable task

# About You.

## **Qualifications and Training:**

- Good standard of education with a minimum of Standard Grade or equivalent in English and Maths
- 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 in a third sector employability delivery organisation or service
- Experience of project development or management
- Experience of accessing or managing funding is essential, and making or assessing funding applications would be preferable
- Extensive experience of working with Microsoft packages, including word, PowerPoint, excel and Outlook.
- Experience of managing a diverse workload and meeting deadlines
- Experience of facilitating meetings and events.
- Experience of managing multiple complex working relationships and partnerships.

## **Knowledge, Skills and Abilities:**

- Excellent written skills, including the ability to write reports and other content that is accessible to different audiences.
- Excellent spoken communication skills, including the confidence to designing and deliver presentations
- The ability to grow and develop partnership working across a diverse group of interests, including supporting, communication, negotiation, and project development.
- Demonstrable relationship building and networking skills including the ability to influence and motivate others.
- A good understanding of employability policy in Scotland is essential and the issues affecting the sector in the Highlands would be preferable.
- Excellent digital skills, with experience of using online digital tools and an ability to embrace new emerging technology.
- The ability to work unsupervised but within a team and a teamwork environment.
- Strong attention to detail and the ability to take ownership of your work.
- Knowledge of confidentiality requirements, business sensitivity and the management of personal data.

## **Your values and behaviours**

- Self-starter, proactive and excellent organiser with the ability to work unsupervised.
- Good interpersonal skills – flexibility for different audiences, tact, diplomacy, adaptability.
- Honesty and integrity, the ability to develop trusting relationships with work colleagues
- 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 11th of November 2024.**

Interviews are currently scheduled for the **week beginning 25th of November**, 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 **[enquiry@highlandtsi.org.uk](mailto:enquiry@highlandtsi.org.uk)**

## Submitting your application:

Applications should be sent to **[recruitment@highlandtsi.org.uk](mailto: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 secured funding/investment, what you did and how you did it (maximum 300 words), and;
  - An outline of your commitment to the Third Sector (Maximum 150 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 [enquiry@highlandtsi.org.uk](mailto:enquiry@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



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