



**VOLUNTEER
ACADEMY**

Highland Third
Sector Interface

VOLUNTEER ACADEMY: Development Officer

(18hrs pw x 2)

Recruitment Pack

Closing Date: 10am 13th August 2025



**HIGHLAND
THIRD
SECTOR
INTERFACE**

www.highlandtsi.org.uk

Hello,



Thank you for your interest in working here at HTSI and more particularly with our new Volunteer Academy!

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 first of all we 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 if we use those skills.

We are looking for two new members to join our team who want both the chance to make a difference and to experience a working life that is flexible, challenging, rewarding and respectful.

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	Dependent on Local Context	Voice	Build Capacity	Connect
 <ul style="list-style-type: none"> • 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 	 <ul style="list-style-type: none"> • Local needs and what others are doing 	 <ul style="list-style-type: none"> • Ensuring a strong Third Sector voice • Voice at a strategic level within local planning structures and nationally • Running <u>Forums</u> 	 <ul style="list-style-type: none"> • Developing the capacity of <u>volunteering</u>, <u>community groups</u>, voluntary organisations and social enterprise to achieve positive change 	 <ul style="list-style-type: none"> • 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 and 1 Member platform



5 Regionally Commissioned Partners

24 Staff Members



Hosting four projects on behalf of Partnerships in Highland



8 Board Members



7 Third Sector Forums for peer support

380+ Members



Working At HTSI.

Our Place Of Work

The majority of the team are based directly from the main HTSI Office in Dingwall, although we can be a little flexible, our hope would be for this post to be similarly based there. Across HTSI though, we make great use of the development in online meeting facilities to stay in touch as a diverse and geographically dispersed team.

Benefits

We endeavor to provide our team with the best package that we are able to do:

- FTE working week of 30hrs
- FTE of 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
- If applicable, access to a home working allowance at HMRC rates.

About This Role.

Job Title	Development Officer x2
Hours	18hrs a week or a Job Share arrangement
Salary	Starting Salary £16,048 (FTE £26,746.31)
Line Manager	Volunteer Academy Team Leader
Contract type	Permanent, Subject to Funding
Base	The post is home based, with a preference for someone based in either the north or south of the region.

Purpose:

The Development Officers will have a key role in supporting local organisations working with volunteers. Their particular role will focus on one to one support for organisations, volunteer managers and where necessary custom volunteering roles for those requiring support into volunteering. They will also gather intelligence on volunteering, promote and develop the conversation around volunteering in communities.

Responsibilities:

Communities

- Working within the Volunteer Academy Team and the wider HTSI team you will lead on community engagement, promotion and dialogue around volunteering.
- Manage and maintain a knowledge based of volunteer involving organisations across communities, their needs and support requests.
- The post holder will lead on activities to promote volunteering generally within communities.

Saltire Awards

- The post holder will support the wider team in the overall delivery of Saltire Award promotion and awards, including the Summit and ambassador process.

Highland Volunteer opportunities

- The post holder will raise awareness of volunteering opportunities through the

HTSI and other websites.

- The post holder will engage with their networks to match and guide awareness of volunteering opportunities with interested parties.

Website and Social Media

- The postholder will support the wider Volunteer Academy team in relation to the development of tools, resources and support for organisations working with volunteers.
- The post holder will provide content for both the website and social media on a regular basis.

As a team member

- Work collaboratively and support the wider team responsibilities, including event planning
- 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
- Some form of training in volunteer management would be an advantage but is not essential if you have experience of this.
- Full UK driving license and access to a car for work purposes.

Experience:

- Experience of working or volunteering within third sector organisations i.e. charities, community groups etc.
- Experience of volunteer co-ordination or management for a minimum of 1 year.
- Experience of communicating well to mixed audiences, particularly in writing and ideally online via websites or social media
- Experience of community based activity, involvement with developing action collectively
- Experience of life out with education, this could be through volunteering, work or personal life – someone with lived experience of the workplace and/or life's ups and downs

Knowledge, Skills and Abilities:

- Excellent digital skills, confident with Office 365 and potentially experienced in using online learning platforms for your own training and development
- The ability to build and maintain a network, making contacts and building a knowledge base about organisations and people and to do this in person and remotely as well.
- Strong attention to detail and the ability to take ownership of your work.
- The ability to work unsupervised but within a team and a teamwork environment
- Some one who can think analytically, problem solve and is able to deal with challenge and challenging circumstances

Your values and behaviours

- Demonstrable commitment to the work of the third sector and recognition of the value that this work represents
- You will be a natural self starter with the ability to work on your own initiative
- Commitment to equality, inclusion and working well with others
- Leading by example through practicing professional behaviours

How To Apply.

Please be aware we are looking to recruit two individuals, ideally we would like one to be based in the north and one in the south of Highland but this is not as important as getting the right person.

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 13th August 2025**

Interviews are currently scheduled for **Monday 8th September**, in person in Dingwall, reasonable travel expenses may be claimed at the time of interview.

If you have any questions:

Questions are perfectly normal and especially if you want to understand how flexible, flexible is. In the first instance please call the office **01349 864 289** and ask for Luthien or Mhairi, 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 the following:

1. A CV, not more than three sides of A4 and including two referees, one of whom should be a previous employer or similar.
2. A Personal statement to include
 - A general statement in support of your application with reference to the personal specification (maximum 300 words);
 - An outline of a time you have worked or volunteered in a community setting and what you did and why (maximum 300 words), and;
 - An outline of what you can bring to this role (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 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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