

Development Officer (Wester Ross)

Recruitment Pack

Closing Date: **4th January 2024**



HIGHLAND
THIRD
SECTOR
INTERFACE

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 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 someone who wants 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



- 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**



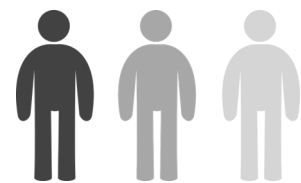
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Online Training Platform



**5 Regionally
Commissioned
Partners**

**25 Staff
Members**



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



**8 Board
Members**



**9 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, however, this post will be based from home like several other staff members. Across HTSI we make great use of the development in online meeting facilities to stay in touch as a diverse and geographically dispersed team.

As a home based worker you will still have lots of opportunity to connect with others and from time to time come to the main office or other sites throughout Highland.

Benefits

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

- 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 (Wester Ross)
Hours	15 hours a week
Salary	Starting Salary £25,707 Pro Rata progressing to £28,956 Pro Rata*
Line Manager	Deputy Chief Officer
Contract type	Permanent, Subject to Government Funding

* Salaries are usually subject to annual uplifts in addition to the incremental increases.

Purpose:

The Development Officer will provide high quality organisational development support to community based organisations and to support the recruitment and development of volunteers in Wester Ross, including supporting individuals facing barriers to participation. The post holder will build relationships and develop networks to enable peer support and learning.

Responsibilities:

Organisational Support

- Work 1-1 with Third Sector organisations within the community, providing signposting, advice and guidance on a wide range of subjects relevant to their operation.
- Support problem solving, good practice development and increasing networks for support and co-production.

Volunteering

- Support organisations using volunteers to provide meaningful, quality placements and experiences.
- Support the promotion of volunteering, its importance within the community and recruitment processes locally.
- Supporting the public to access information on volunteer, including working to reduce barriers for those who

need additional support to volunteer.

Developing Networks and knowledge

- Manage HTSI Membership network and needs within the area, including acting as a representative for the organisation.
- Grow and maintain a knowledge of the work of the Sector across the area, showcasing the impact and benefits deriving from their work.

Other

- Case recording as required
- Providing report and gathering evidence of impact as necessary for funders assurance reporting .

As a team member

- Work collaboratively and support the wider team responsibilities
- 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

Experience:

- Experience of working or volunteering within third sector organisations i.e. charities, community groups etc.
- Experience communicating well to mixed audiences in person, in writing and potentially online via websites or social media
- Experience of community based activity, involvement with developing action collectively
- Experience 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
- 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 started 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.

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: **4th January 2024**

Interviews are currently scheduled for the **11th January 2024**, 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, 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 Hannah or Mhairi, alternatively email **enquiry@highlandtsi.org.uk**

Submitting your application:

Applications should be sent to **enquiry@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 (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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