

Job Description



DEVELOPMENT OFFICER

Salary:	£25,295 (pro rata for part time posts)
Hours:	Various
Travel expenses:	Public transport at cost or 45p/mile
Pension:	SDCVS has a workplace pension scheme with matched contribution
Responsible to:	Senior Manager - Community
Based:	South Derbyshire CVS, Swadlincote with work/travel across South Derbyshire and occasionally beyond

Purpose of job

The post holder will work within the Community Development Team which supports local communities, not-for-profit groups and volunteers in South Derbyshire. The purpose of this post is to provide support, information and advice to volunteers, voluntary and community groups, social enterprises and volunteer-involving organisations.

Main duties:

- Working with individuals and groups, helping them to develop an idea and evidence need;
- Help with group start up and development for example, writing a constitution, forming a committee, charity registration, securing resources and planning for sustainability;
- Advice or training on good governance, for example developing effective committees, managing and accounting for funds, employing and managing staff, and fulfilling their legal obligations;
- Helping groups develop appropriate policies and procedures;
- Funding advice and support with income generation including funding searches, grant applications, fundraising activities and bidding for contracts;
- Providing information, advice or training on developing volunteer roles and involving and supporting volunteers effectively;
- Promoting volunteering, being proactive in developing volunteer opportunities and supporting individuals to find suitable volunteer roles in the community;
- Promotion and publicity of voluntary and community activity, volunteering and our services, including use of social media;
- Support or advice on dealing with difficulties or challenges facing an organisation;
- Keeping groups informed about local and national policy and consultations, seeking their views and supporting them to gather evidence and to make their views heard;

- Creating information resources such as good practice guidelines, blog posts, newsletter articles, training materials and e-bulletins;
- Organising Forums and events to bring groups together with each other or with other partners for joint working, information sharing, networking or consultation.

To support the above work the post holder will be expected to:

- Monitor their work, keep accurate records and produce reports and statistics as required;
- Line manage staff and volunteers for whom they have responsibility in accordance with CVS HR policies and procedures;
- Attend CVS staff and team meetings, staff training and organisational development days and the Annual General Meeting;
- Liaise with staff in partner agencies;
- Be responsible for their own health and safety and the health and safety of others who may be affected by their acts or omissions at work;
- Comply with CVS policies and procedures;
- Carry out any other reasonable duties as agreed with their Line Manager

PERSON SPECIFICATION – DEVELOPMENT OFFICER

	Essential
Skills	<ul style="list-style-type: none"> • The ability to communicate well to a range of audiences, verbally and in writing • The ability to facilitate/lead groups effectively • The ability to research, interpret, summarise and communicate complex information concisely and accurately • Competent IT skills, including use of Microsoft Office packages, email and social media • Effective planning, task and time management skills • The ability to manage workload and meet deadlines including planning, delivery and evidencing impact • Problem solving and solution focussed • The ability to work within a team and on own initiative • The ability to travel across South Derbyshire district • Able to work flexible hours, including evenings and weekends by prior arrangement
Qualifications	<ul style="list-style-type: none"> • Good standard of education and/or evidence of personal development
Experience	<ul style="list-style-type: none"> • Experience of working with voluntary and community groups in a support and development role OR substantial experience in a range of roles within voluntary and community organisations • Experience of volunteer recruitment and management, and/or of supporting other organisation to develop effective volunteering roles and manage them well • Experience of successful income generation, and/or of providing funding advice to other organisations • Experience of supporting or delivering social enterprise • Experience of delivering training • Experience of using social media to promote a service or communicate with service users/the public • Experience of working with diverse communities

Knowledge	<ul style="list-style-type: none">• An understanding of voluntary groups, charities and social enterprises, including legal structures and best practice in managing and running this type of organisation• An understanding of how voluntary and community groups form, develop and sustain themselves, and the issues they are likely to face• Knowledge of good practice in volunteer management• An understanding of equality and diversity and the issues affecting marginalised or disadvantaged groups• Knowledge of funding sources and other income generation for small voluntary and community groups• Knowledge of South Derbyshire district
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