



Third Sector  
Dumfries and Galloway

## Job Description

Job Title	Lead Officer – Communities & Sector Support
Line Manager	Head of Partnerships & Communities
Location	Dumfries, with hybrid working and travel
Hours	35 hours per week
Full-time/Part-time	2-year fixed-term contract, with potential to extend or make permanent, all subject to funding
Salary	£32,100 FTE

## Our organisation

As the Third Sector Interface for Dumfries and Galloway, Third Sector Dumfries & Galloway (TSDG) works with the sector, partners and communities to address key local priorities, build capacity and maximise investment in our region. As part of the national network of Third Sector Interfaces across Scotland, our joint manifesto sets out commitments to enhancing and developing the role of the third sector as a key partner; a focus on place, community and locality; volunteering and the strengths of local people & communities; a fairer and wellbeing-focussed economy.

Some of our services include:

- Helping third sector organisations start, develop and grow.
- Encouraging and involving volunteers.
- Finding suitable funding.
- Creating and delivering sustainable business plans.
- Identifying the best way to manage people and money.
- Building leadership and development capacity.
- Connecting the sector with Community Planning and other local & regional Partnerships.

Our primary purpose is developing a strong third sector in Dumfries & Galloway. Through locality and community working, we aim to provide advice and support for third sector organisations, help build capacity within and across the sector and support better collaborative working. Locality Hubs are core to the Dumfries & Galloway Community Planning model and as the host, we play an active role in connecting with communities to understand need and support local representation and action.

## Job Purpose

The Lead Officer provides oversight and leadership of our work in communities, leading a team of development and support officers whose roles include building sector capacity, collaboration, leadership, good governance, sustainability, planning and volunteering. The Lead Officer also leads the development of Locality Hubs as part of the Community Planning Partnership and works with partners in the local authority, NHS and others on matters such as Place Planning and Safer Communities. As part of the Lead Officer Group, there will also

be active participation in wider organisational planning and delivery to ensure progress towards our medium term outcomes.

## **Main Responsibilities**

### A strong third sector

- Develop and deliver plans to support capacity building for third sector organisations across Dumfries and Galloway, working with thematic lead officers across the organisation.
- Oversee the development of the annual training and workshop programme based on input and feedback from the sector, partners and available evidence.
- Ensure the provision of resources and advice for the sector on key themes of good governance, sustainability, planning, organisation development, leadership and impact. This includes the development of online resources.
- Lead the delivery of our Volunteering Development Strategy, aligned to local partnership priorities and the delivery of the Volunteer Action Plan for Scotland (Volunteering Outcomes Framework), including Saltire Awards and our roles in regional and national programmes.
- Develop and manage relationships and partnership working with a variety of organisations to support the role of, and capacity within, the third sector.
- Oversee the delivery of sector workshops and opportunities, working with other Lead Officers to ensure a consistent, high quality provision that maximises impact and outcomes.
- Ensure the appropriate allocation of resources to maximise impact, including through high quality tools, advice and routes to signposting to sources of expert help so that our advice for the sector is consistent and of high quality.
- Use relevant data, insights and evidence to inform the development of practice, ensuring good quality universal resources help reduce demands for intensive one to one support.

### Locality and community

- Lead the development and delivery of Locality Hubs as part of the Community Planning Partnership.
- Identify opportunities to work with other workstreams to maximise the effectiveness of Locality Hubs, including plans to develop participation and ensure the most local input from a wide range of stakeholders.
- Develop and implement methods, alongside colleagues in Engagement & Impact, to capture data, insights and learnings from locality working that helps inform future planning and resourcing.
- Support the team of development and support officers to build on our locality working model, developing our sources of local knowledge and responsiveness and ensuring insights can be used for the wider benefit of our organisational plans.

### Partnership working

- Work with partners across the local authority, NHS, regional & national bodies and others to ensure the best possible representation of the third sector.

- Contribute to partnership working using knowledge, data and insights from across the sector to better inform decision making.
- Represent the third sector/TSDG at appropriate partnership meetings as requested by the Head of Partnerships & Communities.
- Provide necessary briefings for the Senior Leadership Group and others on specific areas of work within the Lead Officer scope.

#### Leadership, planning, development

- Provide effective leadership and support to colleagues within the direct team and across the organisation, leading with compassion and integrity.
- As a Lead Officer, represent TSDG in a professional, knowledgeable way to build confidence in us.
- Participate in the organisational strategy and planning activities and contribute the relevant insights, data and learnings that will inform our future work.
- As part of the Lead Officer Group, contribute to operational decisions that will support all colleagues to achieve our ambitions and outcomes.
- Provide constructive and effective feedback where required, demonstrating effective problem solving, decision making and leadership skills.
- Be accountable, transparent, inclusive and fair to play your part in leading our organisation.

#### Person Specification

Skills, Knowledge & Experience	Essential	Desirable
Evidenced experience of leading programmes in the third sector	x	
Highly effective leadership skills and experience	x	
Excellent organisation, planning and prioritising skills	x	
Skills and experience in designing programme outcomes	x	
Positive relationship building skills and experience	x	
Effective problem solving skills and experience	x	
Ability to capture and analyse information	x	
Report writing and presentation skills	x	
Ability to work as part of a team, share knowledge and benefit from experience of others	x	
Ability to work collaboratively with internal and external partners	x	
Ability to use technology packages like email, document creation and spreadsheets	x	
Other Requirements		
Valid driving license and access to a car with business insurance for work purposes	x	
Self-motivated	x	
Committed to improvement	x	