



North Devon Voluntary Services Ltd

Registered Charity No: 1133707

Development Officer Job Description

Salary: £23,398 pro rata (JNC SCP26)

Hours: 14 hours per week

Location: Barnstaple

Responsible to: Chief Officer, North Devon Voluntary Services Ltd

Purpose of the Post:

- To work with communities to identify gaps in services and work with them and other appropriate partners to develop solutions
- To support voluntary and community organisations to build their capacity
- To enable networking, collaboration and peer support by voluntary and community organisations
- To provide opportunities for voluntary and community organisations to influence local and regional decision making.

Key responsibilities:

- To work with communities to identify gaps in services and work with them and other appropriate partners to develop solutions
- Develop knowledge and intelligence of assets and gaps in local provision either through awareness of issues raised from within communities or using CVS intelligence
- To bring groups together in networks to provide information, peer support, development and engagement opportunities
- To enable VCOs to build their organisational capacity and development potential through one to one support
- To work with organisations and groups to identify learning needs and provide, or signpost to, high quality and diverse opportunities to improve skills
- To provide relevant information, guidance and/or general advice to groups to enable them to deliver their services effectively
- To provide opportunities for voluntary and community organisations to influence local and regional decision making by:
 - ✓ Supporting and encouraging VCOs to participate in external consultation opportunities
 - ✓ Enabling consultation with the sector to ensure that responses are based on the opinion of the sector
- To support VCOs to develop the skills to act as the voice of the sector in a representative capacity at a county level

Other Responsibilities

To keep accurate evidence of work carried out, using designated tools and guidelines for monitoring and reporting purposes

To identify opportunities for collective approaches and shared delivery

Development Officer, March 2018

To produce case studies as requested

To actively participate in DeVA partnership activities

To keep up to date with developments which may affect groups within the not for profit sector.

Person Specification

- Good communicator and facilitator
- Able to work independently
- Good understanding of, and commitment to, the not for profit sector
- Skilled in community development
- Good understanding of the governance & management frameworks within which not for profit organisations operate
- Understanding of quality frameworks for voluntary and community organisations
- Ability to work to deadlines and target-orientated workplans with minimal supervision
- Understanding of strategic drivers of central and local government and the health service and ability to relate those to the voluntary and community sector in Devon
- Ability to write reports and other documents, including newsletters
- Experience of delivering training an advantage, but not essential