

Fife Voluntary Action

Capacity Building Officer



Job Description and Person Specification

Post Title:	Capacity Building Officer 35 hours per week, permanent post
Salary:	£26,000 per annum, plus 7% non-contributory pension
Location:	Kirkcaldy
Reporting to:	Head of Community Development

Main Purpose of Post

To develop the capacity of new and existing third sector organisations in the Fife Council area by providing high quality information, training and developmental support.

Main Duties

1. To deliver effective capacity building support to third sector organisations at all stages of development, including start-ups;
2. To develop and deliver organisational support to organisations including business planning, governance, funding and bidding/tendering;
3. To provide targeted mentoring support to organisations through 'health checks' and specific advice, particularly those organisations in a crisis situation;
4. To work with colleagues to implement systems for measuring, monitoring and evaluating the effectiveness of capacity building approaches;
5. To effectively manage a portfolio of casework with competing demands and produce a quarterly report;
6. To actively promote Fife Voluntary Action including seeking new business opportunities;
7. To contribute to updating the organisation's website, e-bulletins, newsletters and other publications to promote best practice;
8. To contribute to cross-organisation initiatives including bid/funding proposals, quality accreditation work and other projects
9. To take personal responsibility for contributing to high quality standards in customer relations, service delivery, project management and communications.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time.

The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business.

There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

Person Specification

Essential requirements:

- experience of working within the third sector, or, extensive experience of community development work and supporting third sector organisations;
- good understanding of the governance and policy issues facing third sector organisations;
- an understanding of company law and/or charity law;
- experience of supporting organisations and people to develop their capacity and operate to best practice, including business and financial planning;
- experience of planning and delivering training sessions;
- emotionally intelligent, able to build and sustain positive relationships with key stakeholders;
- comfortable networking and representing the organisation;
- willingness to learn; work as part of a team and to help others;
- excellent interpersonal, oral, written, numeracy and ICT skills;
- efficient, self-motivated, and proactive, with good organisational and presentation skills;
- a personal commitment to organisational excellence; displays honesty, integrity and a strong sense of ethics in all actions and decisions.
- a commitment to equal opportunities;
- valid driving licence and access to a car.

Desirable requirements:

- a formal qualification in a relevant field, for example community development;
- a knowledge and experience of the Community Empowerment Act 2015 and how it will impact on local communities
- a knowledge or experience of supporting community asset transfer or ownership
- a knowledge or experience of the Scottish Land fund and community right to buy legislation
- experience of fundraising and opportunities to access appropriate funding streams.