**Children’s Services Development Manager**

**Job Description and Person Specification**

**Post Title:** Children’s Services Development Manager

**Salary:** £35,000

**Working Hours:** 35hrs per week

**Duration:** Fixed-term, for 2 years

**Location:** Glenrothes

**Reporting to:** Chief Executive

**Main Purpose of Post:**

To be the strategic lead for the co-ordination and collaboration of children’s services within the third sector. Work collaboratively with statutory and third sector partners to maximise the impact of the third sector on Children’s Services Plan outcomes in Fife.

**Main duties of Post:**

1. Undertake a review and mapping of all active third sector services which are connected to or involved in children’s services;
2. Through above review and one-to-one interviews with key third sector partners and stakeholders identify the key opportunities and challenges facing the sector in Fife (to be produced in report format);
3. Develop a workplan for the next 12-18 months outlining priority actions to build capacity and better represent third sector children’s services in Fife;
4. Build positive relationships with strategic partners responsible for policy and commissioning of children’s services in Fife;
5. Proactively build and maintain relationships with external stakeholders at all levels, and across sectors, to understand local challenges and emerging issues;
6. Establish formal and informal routes of engagement and representation for third sector providers (e.g. forums, e-bulletins and one-to-one catch ups, profiling good practice);
7. Where appropriate, support opportunities for collaboration both within the third sector and beyond;
8. Develop an understanding of the national and local policy drivers and relevant research guiding children’s services in Fife;
9. Attend and represent the sector at strategic partnership meetings relevant to children’s services;
10. To ensure FVA’s workplan meets funder requirements, stakeholder needs and local need in relation to children’s services representation, support and activity;
11. Undertake training related to the post as appropriate and with agreement from the Chief Executive.

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 in a children’s services delivery organisation or service;
* Experience of project development and management
* Direct experience of working in the third sector, OR extensive experience of working with the third sector
* Experience of appropriate policy development and strategic/operational planning
* Excellent understanding of issues affecting the children’s services sector, including local and national policy
* Demonstrable relationship building skills, networking abilities and an ability to influence and motivate others
* People management skills and experience working as part of a team and to help others
* A proven capacity to manage a diverse workload and prioritise effectively to meet deadlines
* Good standard of computer competence (Word, Excel, Powerpoint, Teams, video conferencing, internet and e-mail).

**Desirable requirements:**

* Knowledge of project funding sources and application processes
* Practical experience of the realities of diverse community life
* Understanding of co-production