

Social Enterprise Development Post (SEDO 0918)

Introduction

This is an exciting and challenging opportunity to work with a growing team of social enterprise and community developers in one of Scotland's most well regarded and effective social enterprise support providers. Community Enterprise Ltd is a well-established third sector support organisation with a progressive outlook and a growing portfolio. We are looking for someone to join our team to meet the increasing demand for our services. The post involves delivering capacity building and development support to a wide range of clients and projects across Scotland.

Work Place values

- Building relationships
- Empowering People
- Developing our expertise
- Dynamic Innovation
- Giving Back

Job Title Development Officer

Job Purpose To deliver development support and capacity building to third sector organisations to assist them to become sustainable. Community Enterprise operates largely as a social enterprise consultancy agency so much of your role will be that of a consultant undertaking specific pieces of work.

Accountable to Development Team Manager

Main Duties

1. contribute to the achievement of Community Enterprise's overall organisational objectives and targets. These are centred on initiatives which support the trading activities of organisations with a social purpose.
2. work as a member of the Development Team to deliver a programme of consultancy, advice and support activities for existing and emerging social enterprises. These organisations can range from established social businesses to smaller voluntary sector organisations concerned about their sustainability. We also offer some support to social entrepreneurs and new and emerging enterprises.
3. identify and analyse the key issues affecting individual organisations and communities and (working with them) lead on creating appropriate documents. This can include Feasibility Studies, Options Appraisals, Community Action Plans, Research Papers, Marketing Plans, Funding Strategies and Business Plans.
4. organise and participate in the delivery of a programme of business support and/or training appropriate to organisations.
5. support programmes appropriately whether they are based on free support or on a paid-for contractual relationship.

6. represent Community Enterprise at business meetings, seminars and conferences relevant to the Social Enterprise and broader Third Sector.
7. Collaborate with co workers engaged in other Community Enterprise ventures to ensure a joined up, added value approach.
8. prepare regular reports on activities for the Development Team Manager.
9. such other tasks as may be required which are consistent with the duties and responsibilities of the post.

Person Specification

- Real experience, aptitude, values, fit with team and a sensitivity to the enterprising third sector are more important to us than formal qualifications. This post needs someone who can combine analytical skills with a practical and sensitive approach to a range of people and situations. Excellent and quick written skills are crucial.

Specifically, we're looking for someone who is;

- Confident, self-motivated and proactive with good organisational skills
- Someone who can gather information intelligently, analyse data and articulate it well in writing. The post holder will be a great writer who can bring together large volumes of information into coherent reports
- An excellent relationship builder with clients and partners from a range of backgrounds: ideally someone who clients warm to and trust.
- Some who can turn their hand to chairing large meetings as well as interviewing individuals
- Experienced in supporting trading ventures and has generic business development skills
- Able to problem-solve and design and implement solutions
- Knowledgeable about the voluntary, community and social enterprise sectors and the current key issues
- Able to match commercial reality with social aspirations
- Highly skilled in both verbal and written communication
- An excellent team player and willing to share skills and knowledge with co workers
- Someone one with a strong work ethic. We are renowned for going the extra mile and have a hard working team. This is a busy job and the post holder must be happy with a significant workload and tight deadlines.
- Ability to manage their time effectively, multi task and work on several projects simultaneously.
- Proficient in the use of technology and willing to learn new ways of working as needed
- Willing to travel across Scotland or further afield with occasional overnight stays when required. At times quite a bit of our work is in the Highland and Islands and the post holder must be able to travel away from home, for which TOIL is available.

- Willing to get involved in delivery when there are capacity issues, as we all do working in a small team.

Hours

We are hoping to recruit a full time post (37.5 hours) but are open to the idea of a part time post, or someone who can do 4 days.

This job will include some weekend and evening work where projects require it, for which time off in lieu will be available.

Duration We hope that this will be a permanent position (subject to a successful 6 month probation period) but at the moment, we are structuring this as a 2 year temporary post.

Remuneration £30,000

Location

Based in West Lothian but some flexible, remote working can be negotiated. Travel throughout Scotland will be required. The post holder must hold a clean driving license and have access to a car.