**Job Description Development Worker**

**Salary: £21,376 ( based on 27 hour week)**

**Responsible to: Network Manager**

**Hours: 27hrs (Working pattern to be agreed between Network and successful candidate).**

**Contract: Fixed Term 31st March 2023 (Subject to continued funding)**

North West Glasgow Voluntary Sector Network SCIO provides support to all voluntary sector organisations who deliver services in the North West of Glasgow. The network has two main functions: providing support to member organisations and developing the relationship between local voluntary sector projects and partner organisations, including the Community Planning Partnership and the Health and Social Care Partnership.

This is an exciting opportunity to support the third sector in a significant area of the city. The emphasis of this post will be on working with voluntary sector organisations to understand and respond to the emerging needs of the sector and the communities/people they work with and the development of third sector capacity, through communications, supporting voluntary sector organisations to be better networked, encouraging collaboration and information sharing and building knowledge and learning.

This role is a part time post with the opportunity for discussion to agree a working pattern that suits both the successful candidate and the Network. The successful candidate will be line managed by the Network Manager.

**Main Responsibilities: Membership & Development**

1. Using a community development approach to support and develop links in distinct ward and community areas, to identify local priorities and to support the communication of these priorities to Community Planning and other structures.

2. To work proactively to identify potential members for the Network and promote their participation in the Network.

3. Through relationships with members, identify their needs and develop services and activities in response.

4. To provide information, advice and practical support to member organisations.

5. To promote and support the involvement of local groups, member organisations and their representatives in decision-making structures.

6. To develop ways of keeping members networked with each other to support connection and peer learning and to signpost where relevant & appropriate.

7. To facilitate & promote access to training and capacity building to address identified gaps.

**Communication & Reporting**

8. To develop and facilitate communications between the Network, its members, and wider stakeholders, using IT, social media and face to face engagement.

9. To prepare information and briefing notes/reports for the Network representatives/groups and organisations.

10. To support the network manager and, when required, the Executive Committee, their funding bodies and partner agencies to provide regular reports on development and progress.

**Other Duties**

11. To support the network manager develop, promote and organise a calendar of networking opportunities for members, both virtual and face to face meetings.

12. The ability to support the network manager in their role, arranging meetings, taking minutes and providing administration support where necessary.

13. To organise and help facilitate Network meetings and events.

14. To participate in Support and Supervision sessions to ensure personal and Network development is ongoing.

15. To undertake any other relevant duties as appropriate to the post and directed by the Network Manager or the Committee.

\*Please Note - The post holder will be subject to “Fit Persons” check under the Protection of Vulnerable Groups (Scotland) Act 2007 and a **3-month probationary period**. No job or organisation is static and therefore all job descriptions will be reviewed periodically as part of an appraisal system.

**Person Specification - Network Development Worker:**

The post of Network Development Worker is a key position within the network, working in a small team, where relationships and teamwork is essential.

The successful candidate will have:

**Experience:**

• A knowledge of how the voluntary sector operates, its priorities and concerns and how it connects with public sector partners, in particular Glasgow City Council and the Health and Social Care Partnership.

• An awareness of Glasgow Community Planning Structures and how the voluntary sector interacts with them and ideally how they can influence them.

• To be comfortable attending formal and informal meetings, to make sense of the information and how it can be used by our members.

**Essential:**

• At least 2 years’ experience in a community development or similar setting.

• Good understanding of the voluntary sector within Glasgow and the issues and policy which impacts on it.

• An understanding of the key issues associated with local and City-wide Community Planning.

• Ability to undertake network development work.

• Experience of developing new projects or development work from concept to practice.

• Good verbal and written communication skills.

• Experience of utilising a range of IT programmes.

• Strong interpersonal skills, including the ability to build trust and relationships across a range of voluntary sector and public sector stakeholders.

• A motivated self-starter, confident in progressing detailed and complicated work.

• Good presentation skills.

• A commitment to tackling inequality, discrimination and exclusion of local people

**Desirable:**

• Qualification in, community development work.

• Facilitation skills.

• Experienced in using social media.

• Understanding of participatory democracy