

## **JOB DESCRIPTION – GRADE 4**

**Fixed term contract to 31 July 2020**

### **Job Title**

Development Worker (Locality Forums) – 28 hours per week (4 days/0.8FTE) flexible

### **Accountability**

The Development Worker (Locality Forums) will be managed by the Deputy Chief Executive and through her/him will be accountable to the EVOC Management Board.

### **EVOC Context**

Edinburgh Voluntary Organisations' Council's (EVOC) purpose is to support, promote, develop and represent the third sector. We play a key role in supporting pioneering, new and innovative ways of working for third sector organisations and community groups that work in Edinburgh. EVOC actively promotes, participates in and contributes to partnership working between the voluntary, public, private and community sectors at a local and national level.

EVOC has set 5 strategic objectives. These objectives will be central to all potential developments, team and individual work plans.

1. Consulting, supporting and representing the Sector
2. Building the capacity of and developing the Sector
3. Developing partnership approaches, principles and practice
4. Providing improved services by supporting and developing our people
5. Being a high quality, effective and developing organisation

The post holder will work as part of the wider EVOC team to contribute to the delivery of EVOC's strategic objectives.

### **Community Planning Context**

Participation in Community Planning is one of EVOC's core functions. Community Planning legislation says that Public Agencies will work together, and with communities, to plan and deliver public services. EVOC has an interest both because the third sector delivers many Public Services, and because the communities the third sector engages with are often the most disadvantaged and those with least voice.

EVOC supports and services engagement with the city's local Partnerships, in many cases by means of geographical Voluntary Sector Forums. Within and via this spread of Community Planning activity across the city, EVOC works for the best interests of the third sector. To this end EVOC's staff engage, participate, represent, and support the sector across localities and across themes.

### **Job Role**

Working closely with the EVOC's Deputy Chief Executive and staff from EVOC and the wider Third Sector Interface (TSI) working with a locality remit, the Development Worker will service and support the forums across localities to develop and to engage with other Community Planning Partners;

enabling participation, representing third sector interests and supporting third sector representatives.

One area of developing focus will be engaging with and supporting third sector participation with Locality teams.

## **Main responsibilities**

- Create, develop and sustain positive relationships with individuals and organisations;
- Sustain, develop and deliver the geographical network model of forum engagement at locality level;
- Service and support forum activity within the localities, including providing liaison and support to forum chairs and other representatives;
- Facilitate communication and encourage partnership working between Third sector organisations and statutory sector partners;
- Contribute to wider community planning work within EVOC and with statutory sector partners including representing Third sector interests on multi-agency groups;
- Through regular liaison with the wider EVOC team, ensure that voluntary and community organisations are kept up to date with relevant developments in legislation, regulation, policy and funding and encourage them to respond appropriately;
- Through regular liaison with the wider EVOC team, contribute to the collection, collation and development of accurate, current and relevant resources, information and materials to support the work of EVOC and enable reporting.

## **Knowledge and skills**

Specific knowledge and skills required include:

### **Essential**

- Communication, research and presentation skills (reports, meeting management, presentations etc.);
- Collaboration and partnership skills;
- Analytical skills;
- Team building and team working skills;
- Facilitation and mediation skills;
- Planning and work management skills;
- Evaluation skills

### **Desirable**

- An understanding and knowledge of community development theory, principles, policy and practice and the role of the Third sector;
- Knowledge of issues for Third sector organisations and how their work contributes to the Community Planning agenda and the work of Localities in the city

Posts at EVOC are graded within a Competency Framework (attached/ enclosed) which outlines the degree to which each of the above skills will be applied at the workplace and in the field. This Framework gives context to the role, the level of responsibility, behaviours and project delivery methodology for successful project outcomes.