



**Borders**  
Community Action

# **THIRD SECTOR EMPLOYABILITY LEAD**

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## **RECRUITMENT PACK**

**CLOSING DATE:  
TUESDAY 30 APRIL 2024**



[www.borderstsi.org.uk](http://www.borderstsi.org.uk)

Borders Third Sector Interface Ltd,  
trading as Borders Community  
Action.

# Hello,



Thank you for your interest in joining Borders Community Action.

As the Chief Officer of Borders Community Action, I extend a warm invitation to you to be part of our inspiring journey towards positive and lasting change in our communities.

Borders Community Action's vision is to create thriving, resilient and inclusive communities where everyone can achieve their full potential. We believe in the transformative power of collective action and the potential that lies within the wider third sector. By joining our team, you'll have the opportunity to make a real difference in communities, working hand-in-hand with dedicated colleagues and passionate volunteers.

Together, we strive to empower the third sector in the Scottish Borders to create positive change by providing leadership, sharing knowledge and promoting collaboration. Our work is not just a job; it's a calling – a chance to leave a meaningful legacy that echoes through generations.

In this recruitment pack, you'll find detailed information about the role you could play in our vibrant team, the impactful projects you could lead and the rewarding experiences that await you. Borders Community Action is committed to supporting your growth, providing a nurturing environment and celebrating your achievements.

Discover a fulfilling journey, a purpose-driven career and a community that believes in your potential.

Come, be a catalyst for change with us at Borders Community Action.

Warm regards,

A handwritten signature in black ink, appearing to read 'Juliana Amaral'. The signature is fluid and cursive, with a large initial 'J'.

**Juliana Amaral**  
**Chief Executive Officer**

# About Borders Community Action



Borders Community Action, launched on 1 April 2023, is the Third Sector Interface (TSI) for the Scottish Borders. We work to promote and develop a vibrant local third sector.

We are a one-stop point for the third sector and work with charities, social enterprises, community groups and volunteering.

We offer the following services:

- **Building capacity:** help setting up a new organisation, funding bids, training, drafting a constitution or other governing document and developing volunteering capacity.
- **Intelligence:** this is our know-how, which makes us a one-stop-shop you can tap into. We are the one place for volunteers, funding opportunities, support with constitutions, policies and insurances.
- **Voice:** we take this rich data/intelligence and make sure it is heard by budget holders and policy makers to inform their funding and policy decisions.
- **Connection:** we bring together relevant activists and organisations to learn, share and collaborate.

## What is a Third Sector Interface (TSI)?

Third sector interfaces (TSIs) provide a single point of access for support and advice for the third sector within local areas. There is a TSI in each local authority area in Scotland. TSIs have an outcome framework that they have to work within, but how that is done is very much based on identified local need and priorities for the Third Sector in each area.

## What is the Third Sector?

The third sector, which includes charities, social enterprises and voluntary groups, delivers essential services, helps to improve people's wellbeing and contributes to economic growth. It plays a vital role in supporting communities at a local level.

# Our vision, mission and values



Our vision is to create thriving, resilient and inclusive communities where everyone can achieve their full potential



To empower the third sector in the Scottish Borders to create positive change in communities by providing leadership, sharing knowledge and promoting collaboration.



**'Bold'** – We will be bold in how we represent the third sector and the communities we serve.

**'Keeps Promises'** – We will always be open and honest with you.

**'Wise'** – We will share our knowledge and nurture the knowledge and skills in others.

**'Difference'** – We will embrace diversity in our communities and use its strength to create positive change..

## Our Strategic Objectives



Support and develop volunteers, Third Sector Organisations and social enterprises via a responsive range of services, including training, information, advice and access to resources



Be a catalyst for community empowerment, enabling a culture of collaboration that maximises the influence and impact of the third sector across communities



Amplify the voice of volunteers and Third Sector Organisations representing their collective needs locally, regionally and nationally



Be an exemplar Third Sector Organisation with its members at its heart

# Third Sector Employability Project



The third Sector in Scotland is incredibly diverse with 45,000 organisations employing 138,000 people. They earn a living in areas including social care, human services, environment, heritage, sports, arts, culture, credit unions, campaigning, health, community work, village halls, faith groups, housing, animals and education. The sector also has the support of 250,000 unpaid Trustees and 1.3 million volunteers.

We are looking to develop a third sector employability pathway in the Scottish Borders. Poverty is alleviated by having sustainable well-paid employment. Helping people to become employable, to avoid under-employment, and to stay in work is a priority for third and public service agencies in the Scottish Borders.

As a member of the Local Employability Partnership (LEP), BCA supports the aims and objectives of the LEP Improvement Plan and those of “No-one Left Behind”. Overall, our goal is to raise the profile of the third sector as a key partner in delivering employment outcomes in the Scottish Borders.

The outcomes we will work towards by developing an employability response across the third sector are:

- Strengthening the third sector employability offer across the Scottish Borders.
- Championing the third sector as a key partner in delivering employment outcomes in the region.
- Enabling positive pathways for volunteers, looking to develop skills in order to enter or re-enter the job market.
- Third sector organisations gain a better understanding of the policies that affect their work, enabling them to make more informed decisions.
- Third sector organisations are better equipped with skills, services, and resources to deliver meet community needs.

# About this Role

## Borders Community Action Employability Lead

<b>Number of Hours:</b>	35 hrs per week
<b>Salary:</b>	£28,000 (3 years fixed post)
<b>Accountability of post:</b>	The post holder will be line managed by and accountable to the Borders Community Action Chief Operating Officer
<b>Location of the post:</b>	Scottish Borders, Hybrid Working – Main office, home and in the community

### About the role

Borders Community Action (BCA) is seeking a highly motivated and dedicated Employability Lead to create employability pathways linking to our volunteering programme and raising the profile of the third sector as a key partner in delivering employment outcomes in the Scottish Borders.

### Key responsibilities

- Support the development of a mapping exercise of third sector employability activity across the Scottish Borders
- Monitor and update the information to ensure the map is maintained accurately and completely
- Create Employability Forums and networks in partnership with other organisations and statutory services
- Work with BCA team to engage with volunteers and third sector organisations
- Work collaborative with key partners including DWP, Borders College, Scottish Borders Council, South of Scotland Enterprise, Skills Development Scotland and others
- Provide representation of the third sector on relevant employability partnerships and working groups
- Build capacity of the sector to be strong employers in the region
- Develop an employability strategy and action plan for BCA and the third sector
- In collaboration with the communications officer, create employability specific content and co-create surveys and other relevant publicity
- Support the creation of a portfolio of resources for the sector such as training, funding, a toolkit and mentoring
- Identify examples of best practice for showcasing and promotion of third sector employability services
- Ensure that monitoring, recording and reporting are always up to date

# About You

## Borders Community Action Employability Lead

### SKILLS

#### Essential

- Ability to build strong, positive relationships with community members, organisations and partners.
- Excellent written, oral and social media communication skills
- Strong planning and organisational skills
- Strong internal and external networking and engagement skills
- Ability to work on own initiative, manage workload and work to deadlines
- Ability to work effectively in a team and independently, demonstrating flexibility and adaptability
- Strong organisational skills
- Knowledge of local policies, regulations, and funding sources relevant to community development.
- Record keeping and report writing skills

#### Desirable

- Understanding of financial management, budgeting, and grant writing to secure funding for community initiatives
- Demonstrated ability to advocate for community needs and influence policy development at various levels

### EDUCATION & KNOWLEDGE

#### Essential

- Understanding of the third sector in Scotland
- Willingness, ability and commitment to undertake training

#### Desirable

- Training, certifications or relevant experience related to community development, project management, or public policy

# About You

## Borders Community Action Employability Lead

### PREVIOUS EXPERIENCE

#### Essential

- Previous experience in community development, project management, or a related role within the public or third sector.
- Demonstrated experience in engaging diverse communities and facilitating community development initiatives.

#### Desirable

- Experience working in a multi-agency setting
- Experience managing community-based projects from initiation to evaluation
- Successful track record working in a membership and or volunteer-related environment
- Involvement and leadership of specific activities such as grant awards

### OTHER

#### Essential

- Experience working on employability provision either in the third or public sector
- Ability to work with minimum supervision to a high standard
- Driver with access to own transport
- Ability to be flexible about working evenings and weekends
- Commitment to diversity, equality and anti-discriminatory practice

#### Desirable

- Confident and self-motivated
- Flexible, "can-do approach"
- Patient and approachable



This Post is funded by The Robertson Trust and the Scottish Borders Local Employability Partnership



# How to Apply

## Borders Community Action Employability Lead

We want applicants who are comfortable talking about how they have used their skills, knowledge and abilities. Please make sure to include a focus on your own responsibilities, activities and outcomes you have achieved or lessons you have learned in your application.

### Key Dates in the process:

#### **Applications deadline:**

**Tuesday 30 April 2024.** Interviews are currently scheduled for week commencing **06 May 2024 (TBC)**, in person at the main office at Drygrange, Melrose.

#### **If you have any questions or would like to discuss your application:**

Questions are perfectly normal and especially if you want to understand how flexible the role can be. Please call the office 0300 124 7522 and ask for Juliana or John, alternatively email:

[recruitment@borderscommunityaction.org.uk](mailto:recruitment@borderscommunityaction.org.uk)

#### **Completing and Submitting your application:**

Applications and the can be obtained at the recruitment section of our website: [borderstsi.org.uk/recruitment](https://borderstsi.org.uk/recruitment)

Applications should be sent to

[recruitment@borderscommunityaction.org.uk](mailto:recruitment@borderscommunityaction.org.uk) with the subject line 'Application for employment'

Good!  
Luck!