



Borders
Community Action

VILLAGE HALLS DEVELOPMENT OFFICER

RECRUITMENT PACK

**CLOSING DATE:
FRIDAY 03 MAY 2024**



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,

Juliana Amaral
Chief Executive Officer

A handwritten signature in black ink, appearing to read 'Juliana Amaral'. The signature is fluid and cursive, written over the printed name and title.

About us,



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 to. 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

Working at Borders Community Action



Our Place of Work

Our main office is located at Drygrange in Melrose, Scottish Borders. Our team works flexibly from home, across localities and in communities depending on work commitments, though attendance in the office is expected as part of our team meetings, networking and shared learning days.

Benefits

We endeavour to provide our team with the best package we are able to offer:

- 28 days annual leave plus an additional 11 public holidays per year, including office closure over Christmas and New Year, pro rata for part- time staff
- Flexibility to accommodate long term health conditions with working pattern and to work around medical appointments
- Flexibility to accommodate caring responsibilities as far as possible and reasonable
- Access to training and development
- Robust support and supervision
- Free parking on site at Drygrange and access to expense cover for mileage and subsistence connected to undertaking your role
- We are a Living Wage Employer



About this Role

Village Halls Development Officer

Hours and Term:	30 per week (12 months with possibility of extension)
Salary:	£27,800 (pro rata £23,821)
Accountability of post:	The post holder will be line managed by and accountable to the Borders the Chief Executive Officer
Location of the post:	Scottish Borders, Hybrid Working – Main office, home and across Scottish Borders communities

About the role

Borders Community Action (BCA) is seeking a highly motivated and dedicated Village Halls Development Officer to provide assistance, guidance, and support for infrastructure improvements within village halls, ensuring they meet the evolving needs of the community. Other support may include funding applications, income generation plans, knowledge sharing on green/ energy efficient measures, financial (budget and fundraising) plans, and support with marketing, website and social media.

Key responsibilities

There are currently 96 village halls across the Scottish Borders. The post holder will work closely with the Four Federation of Village Halls and BCA Community Development Leads to ensure a comprehensive support service to village halls across the region.

Borders Community Action Development Leads have been providing advice, support and guidance to village halls and community buildings on all aspects of community building operation, management and development. This includes advice on governance, charity law and also by supporting the Four Federations in dispersing Village Hall grants. This post has been created as a response to an identified need. In a recent survey, village halls identified 4 key priorities:

- Facilitate shared learning across village halls
- Support with marketing, website creation and social media
- Support with budgeting and fundraising
- Develop capacity for project development across village halls

About this Role

Village Halls Development Officer

Key responsibilities

1. Provision of advice, support and guidance to village halls on all aspects of community building operation, management and development. This will include advice on governance, charity law, licensing, insurance and legal matters pertaining to village halls such as health & safety.
2. Provision of advice and support to village hall committees concerning fundraising for capital and other projects.
3. Developing collaboration and sharing knowledge, good practice and supporting effective networking.
4. Supporting village hall committees to become financially, environmentally and socially sustainable.
5. Apply for additional funds to develop a website.
6. Support the development of a website and build support for the learning development for marketing and social media presence.
7. Work with the BCA team and partners to develop knowledge on income generation, funding opportunities and project planning.
8. Work with BCA team to manage and coordinate additional funding to village halls.
9. Attend Committee meetings as required and direct liaison with the Four Federation of Village Halls.
10. Developing and maintaining strong, effective relationships with key organisations and groups.
11. Working with partner organisations as appropriate in the development and delivery of activities.
12. Ensuring effective financial and output monitoring of all activities and compliance with funding and other rules as appropriate.
13. Reporting on all activities as required.

Any other duties needed to help drive Borders Community Action's Vision, fulfil our Mission, and abide by our Values.

About You

Village Halls Development Officer

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.
- Ability to develop and progress the skills, knowledge and confidence of individuals and groups.
- Ability to provide technical advice to committees, community groups and organisations
- Good record keeping and report writing skills.
- Good general IT skills (Microsoft Word, Excel, using databases). Excellent online skills including the ability to use Zoom and other teleconferencing packages.

Desirable

- Understanding of financial management, budgeting, and grant writing to secure funding for community initiatives.
- Ability to write concise reports, case studies, newsletter articles, business cases and complete funding applications.

EDUCATION & KNOWLEDGE

Essential

- Understanding of the issues faced by rural communities and organisations.
- Willingness, ability and commitment to undertake training.
- Clear understanding of innovation in response to issues faced by rural communities and organisations.

Desirable

- Training, certifications or relevant experience related to community development, project management, business/ project development.
- Knowledge of funding mechanisms, including tendering and procurement and a strong track record in securing and managing funds.

About You

Village Halls Development Officer

PREVIOUS EXPERIENCE

Essential

- Previous experience in community development, project management, or a related role within the public or third sector, either as an employee or volunteer.
- Demonstrated experience in engaging diverse communities and facilitating community development initiatives.
- Experience of training small groups and individuals.

Desirable

- Experience of developing and implementing sustainable funding models for a charity, social enterprise or similar.
- Experience of managing websites.
- Experience of working with diverse communities of place, interest and character.
- Involvement and leadership of specific activities such as grant awards.

OTHER

Essential

- Ability to work with minimum supervision to a high standard.
- The willingness and ability to travel across the Scottish Borders as necessary and essential.
- The willingness and ability to work flexibly, including evening and weekend meetings is essential.
- Commitment to diversity, equality and anti-discriminatory practice.

Desirable

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

How to Apply

Village Halls Development Officer

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:

Friday, 3rd May 2024. Interviews are currently scheduled for week commencing **13 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

Completing and Submitting your application:

Applications and the can be obtained at the recruitment section of our website: borderstsi.org.uk/recruitment

Applications should be sent to

recruitment@borderscommunityaction.org.uk with the subject line 'Application for employment'

Good!
Luck!