



**Borders**  
Community Action

# COMMUNITY DEVELOPMENT LEAD

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## RECRUITMENT PACK

**CLOSING DATE:**

14 APRIL 2025



[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,

Juliana Amaral  
Chief Executive Officer

A handwritten signature in black ink, appearing to read 'Juliana Amaral'. The signature is fluid and cursive, with a small flourish at the end.

# About Borders Community Action

Borders Community Action, launched 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 new and existing projects, policies as well keeping you informed about the latest developments relevant to the third sector in the Scottish Borders.
- **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



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.

**'Trust'** – We are open and honest.

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

**'Inclusion'** – 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

# About the Role

## Community Development Lead

<b>Number of Hours:</b>	28 per week
<b>Salary:</b>	£27,846 (pro rata £22,277)
<b>Accountability of post:</b>	The post holder will be line managed by and accountable to the Community Development Manager
<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 Community Development Lead. The role includes direct support to local charities, voluntary organisations, and social enterprises by providing guidance on governance, capacity building, and partnership development.

A key aspect of the role involves assisting groups with funding applications and pre-assessment of funds distributed by Borders Community Action. The Community Development Lead will also be responsible for promoting volunteering and work with partners to foster collaboration and help drive sustainable social impact.

Strong communication, networking, project management skills and good understanding of grant processes are essential for success in this role.

**It is expected that a significant proportion of the work will be dedicated to the Eastern side of the Scottish Borders.**



# About You

## Borders Community Action Community Development Lead

### Key responsibilities

#### Community Engagement and Liaison:

- Act as a liaison between the organisation and the local community, fostering positive relationships and engagement with various stakeholders.
- Collaborate with community groups, organisations, and individuals to identify needs and opportunities for community development projects.
- Direct involvement with and contribution to community-led projects
- Strong knowledge of communities, community organisations, leaders and partners to ensure ongoing dialogue
- Plan and facilitate network events, thematic forums and third sector engagement days.
- Provide secretariat support to village halls
- Support fund distribution including overall administration, developing funding applications, taking part in assessment panels as well as ongoing monitoring and evaluation.

#### Partnership Building:

- Establish and maintain effective partnerships with local authorities, local and national agencies, other third sector interfaces, and other stakeholders to enhance collaboration and resource sharing.
- Work closely with partners to develop joint initiatives that align with the TSI framework and contribute to community development goals.

#### Capacity Building and Training:

- Conduct training sessions and workshops to enhance the skills and capabilities of community members, enabling them to actively participate in community development initiatives.
- Identify training needs and collaborate with partners to develop tailored training programs that address the specific needs of the community.
- Skill and knowledge building through training and development.

# About You

## Borders Community Action Community Development Lead

### Key responsibilities

#### Project Development and Management:

- Assist in the design, planning, implementation, and evaluation of community development projects, ensuring they align with the TSI framework and organisational objectives.
- Monitor project progress, evaluate outcomes, and report on the impact of initiatives to stakeholders and funders.
- Involvement and leadership of specific activities such as grant awards.

#### Advocacy and Policy Influence:

- Advocate for community needs and concerns at local and regional levels, contributing to policy development and decision-making processes that align with the TSI framework and support community development.

#### Data Collection and Analysis:

- Collect relevant data and conduct assessments to identify community needs, strengths, and areas for improvement, informing future programs and initiatives.
- Analyse data to generate insights and evidence-based recommendations for effective community development strategies

#### General:

- Adhere to BCA's policies and procedures
- Uphold the values of BCA
- Carry out other duties as may be reasonably assigned from time to time
- This Job Description is non-contractual and subject to change as the needs of the organisation change.

# About You

## Borders Community Action Community Development 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 organizational skills
- Knowledge of local policies, regulations, and funding sources relevant to community development.
- Record keeping and report writing skills

#### Desirable

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



# About You

## Borders Community Action Community Development 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

- Ability to work with minimum supervision to a high standard
- Driver with access to own transport and Business Insurance
- 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

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# How to Apply

## Borders Community Action Community Development Lead

We invite applicants to complete the job application form by demonstrating how their skills, knowledge, and abilities align with the role of Community Development Lead.

We encourage you to reflect on any challenges faced and the key lessons learned. This is your opportunity to showcase your impact and suitability for the role, so be sure to highlight your contributions and successes in previous positions.

### **Key dates in the process:**

**Applications deadline:** 5pm on Monday 14 April 2025

Interviews are currently scheduled for week commencing **28 April 2025**, 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 Lorna McCulloch or John Evans, alternatively email:  
[recruitment@borderscommunityaction.org.uk](mailto:recruitment@borderscommunityaction.org.uk)

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

Applications and the can be obtained via email request or online via the <https://goodmoves.org>

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

Good!  
Luck!