



Borders
Community Action

VOLUNTEERING DEVELOPMENT LEAD

RECRUITMENT PACK

CLOSING DATE:
28 APRIL 2025



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 'A.' 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 are bold in how we represent the third sector and the communities we serve.

'Trust' – We are open and honest.

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

'Inclusion' – We 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

Volunteering Development Lead

Number of Hours:	28Hrs per week
Salary:	£27,846 (pro rata £22,277)
Accountability of post:	The post holder will be line managed by and accountable to the Community Development Team Manager
Location of the post:	Scottish Borders, Hybrid Working – Main office, home and in the community

About the role

Borders Community Action is a new, dynamic organisation committed to empowering the third sector in the Scottish Borders to create positive change in communities by providing leadership, sharing knowledge and promoting collaboration. Borders Community Action is a one-stop point for the third sector, working with charities, social enterprises, community groups and volunteers.

A key part of our strategy focuses on recruiting volunteers of all ages and backgrounds and matching them to appropriate organisations and opportunities. The role holder will play a key role in recruiting, training and developing and matching volunteers.

What we offer

- 36 leave days inclusive of public holidays (Pro rata)
- Flexible working
- 2 volunteering days in the year
- CLD Standards Council Membership
- Opportunity for professional development and growth
- A friendly and supportive work environment
- The chance to contribute to community developments
- Pension scheme with a total contribution of 8% on qualifying earnings



About You

Volunteering Development Lead

Key responsibilities

Volunteer Engagement and Recruitment:

- To raise awareness of the opportunities connected to volunteering in the Borders across all age groups and demographics.
- To engage with volunteer-involving organisations to ensure that there are opportunities for volunteers of all ages and demographics.
- To build, engage and support our network of Volunteering Ambassadors in Schools and other organisations.
- To manage the delivery of training for volunteers and organisations hosting volunteer.
- Liaise directly with local businesses promoting and encouraging sign-up of corporate volunteering.
- Promote the Volunteering for All through community volunteering opportunities involving people of all ages to take part.
- Directly match volunteers to volunteering opportunities and record formal and informal volunteering placements.
- Monitor and record feedback obtained by volunteers and organisations.
- Project Development and Management.

Partnership Building:

- To work with third party organisations and employers to promote the benefits of volunteering.
- 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 regarding volunteering.
- 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 volunteers, enabling them to actively participate in organisations.
- Identify training needs and collaborate with partners to develop tailored training programmes that address the specific needs of the volunteers and organisations.
- Skill and knowledge building through training and development.

About You

Volunteering Development Lead

Key responsibilities

Project Development and Management:

- Manage the delivery of awards and recognition programmes such as the Saltire Awards, Duke of Edinburgh Awards and any other.
- Responsible for the administration of volunteering opportunities, placements and Saltire Awards.
- Involvement and leadership of specific activities such as grant awards.

Data Collection and Analysis:

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

General:

- Adhere to BCA's policies and procedures
- Uphold the values of BCA
- Work alongside the Community Development team and Employability Lead
- 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

Volunteering Development Lead

SKILLS

Essential

- Ability to build strong, positive relationships with community members, organisations and partners and individual volunteers.
- 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 volunteering and third sector organisations
- Record keeping and report writing skills.

Desirable

- Basic understanding of financial management and budgeting.
- Demonstrated ability to advocate for community and volunteer 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

Volunteering Development Lead

PREVIOUS EXPERIENCE

Essential

- Previous experience in volunteer or 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 managing community-based volunteering 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 volunteering 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

How to Apply

Volunteering Development Lead

We invite applicants to complete the job application form by demonstrating how their skills, knowledge, and abilities align with the role of Volunteering 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: 9am on Monday 28 April 2025

Interviews are currently scheduled for the afternoon on Wednesday **07 and Thursday, 08 May 2025**. Interviews will be 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 Fiona Benton or John Evans, alternatively email:

recruitment@borderscommunityaction.org.uk

Completing and Submitting your application: Applications and the can be obtained online via the Recruitment page on our website or at

<https://goodmoves.org>

Applications should be sent to

recruitment@borderscommunityaction.org.uk with the subject line

'Application for employment'

Good!
Luck!