



JOB DESCRIPTION

Job Title:	Third Sector Development Officer
Responsible to:	Operations and Partnerships Manager or other nominated Team leader
Hours:	37 per week (<i>part time hours may be considered</i>)
Salary:	£24,012 pa
Pension:	8% non-contributory
Annual Leave:	25 days plus up to 8 Bank Holidays (<i>pro rata where applicable</i>)
Location:	Head office, Maesteg We are currently trialing a hybrid model of working which is part office based and part home working. The place of work may change due to relocation or other reason.
Other benefits	We are committed to supporting workforce wellbeing, and encouraging diversity in our workforce. We are proud to have achieved the Small Healthy Workplace Gold Award. BAVO offers an Employee Assistance Programme and reduced HALO gym membership cost (corporate rates apply).

About BAVO

Our mission is to support, promote, empower and upskill third sector organisations so that they are effective and efficient, informed and influential and can make a positive impact on people's lives. We connect people to groups and to one another so that they may play an active and positive role in their communities.

As the umbrella body for third sector organisations within Bridgend County Borough, BAVO offers support, information, advice and training to all voluntary and community groups and social enterprises operating within the county.

Our third sector support service covers development, funding, engagement and representation and volunteering. We also receive funding to run a range of wellbeing and community development projects.

BAVO is a small team of about 20 people, but have over 400 member organisations, and we support third sector, voluntary and community providers and services.

We are supported by Welsh Government, Bridgend County Borough Council and the Cwm Taf Morgannwg University Health Board, and these relationships are important to us.

BAVO, along with other County Voluntary Councils in Wales and Wales Council for Voluntary Action, form a national network known as Third Sector Support Wales (TSSW). <https://thirdsector-support.wales>



Introduction : The Role

This role forms a crucial part of BAVO's strategy. You will be an important member of the Membership services team, and will create and implement a range of initiatives, workshops, training and events alongside other members of the team.

This role will support the organisation in attracting new members and assisting and recording their development. Keeping your finger on the pulse, you will be generating new ideas for services that meet the changing needs of our sector, and our organisation. You will work with others to manage and upkeep our CRM /database and records as you will need to use these databases to pull off data and produce user-friendly and engaging reports.

You'll work closely with the Operations Manager and across our teams to help maximise our organisations delivery, and to add value to our core services in relation to funding, volunteering, and helping to build the skills and capacity of our local sector.

You will not only will work to promote BAVO, but will also seek content from our third sector members and raise the profile of voluntary and community services in Bridgend County.

You will also connect to similar roles across the County Voluntary Council Network, and be our link person to Third sector Support Wales (TSSW) peer network for our shared programme of development and training activity and services. (Training will be given for our local and national platforms).

We are really looking to expand and elevate our core service offer and our support to members, so this role provides an exciting opportunity for someone dynamic and motivated to make their mark! The role requires drive, energy, skills and experience to shape the work, and help us realise our ambitions.

Aim of the Post

The post will support delivery of our 'core', which is supporting community, voluntary groups, charities and social enterprises with just about any issue they may present with. Where we can't help - we will be able to draw on our knowledge to signpost to another expert provider. The role will work with other team members to take a lead in the delivery and planning of an effective, innovative and comprehensive third sector support service including assisting Management with forward scheduling and organisation of membership activities. The role is also key in supporting the work of the wider team, and of projects across the organisation.

Duties and tasks

1. To provide a development, funding and training service within BAVO; including providing direct support to third sector organisations, strengthening overall third sector support in Bridgend County.

This will include:

- Contributing to the delivery and planning of an effective, innovative and comprehensive third sector support service.
 - Identifying training needs for third sector organisations, developing and delivering opportunities, as appropriate, including:
 - Undertaking regular Training needs surveys for our local sector.
 - Developing /organising a training programme in line with sector needs.
 - Delivering informal training and knowledge sharing opportunities as appropriate.
 - Contributing to the development of BAVOs online based training programme.
 - Representing BAVO as appropriate at a range of meetings and events.
 - Co-ordinating and supporting BAVO events such as networks, funding sessions and other meetings.
 - Working with the Communications and Engagement officer to promote the work of BAVO, developing e-briefings, preparing reports, newsletter articles, add content to our website and social media platforms
 - Supporting the team in co-organising and delivering engaging events/ AGM content.
 - Visiting (online or in person as appropriate) member organisations to raise the profile of BAVO and improve connectivity
 - Collating and provide members information to promote the wider work of our members and sector and contributing to the development of BAVO Communication and Engagement Plan.
2. Providing support to third sector organisations to find innovative and collaborative ways of financially supporting their activities including providing assistance with funding searches, bids and proposals, uploading information to, and signposting to Funding Cymru.
 3. Providing support and guidance on a range of governance issues to management committees, trustee boards and paid officers.
 4. Supporting new groups to set up and identify the best governance structure for their organisation, supporting them through registration stages.
 5. Contributing to the updating of our various databases including managing membership requests and updating our funding, volunteering and knowledge portals, and our database of third sector organisations in our County.
 6. To effectively raise the profile of our work, connect with and establish and maintain good, positive relationships with key contacts, individuals and organisations.
 7. Prepare reports for management on service deliverables and key performance indicators
 8. Support BAVO management and members with identifying funding sources and accessing funds including through and supporting bid writing
 9. Contribute to our internal grant management processes.
 10. To attend TSSW (Third Sector Support Wales) Practitioner Network Meetings and disseminate key information to managers and colleagues.
 11. To maintain professional standards and adhere to the required standards of administration and record keeping including report writing as required.

12. To promote all our services and maintaining a working knowledge of the range of third sector services provided in our area.
13. To support the continuous development of BAVO, helping to achieve a high standard of performance and adapt appropriately to change
14. Any other duties commensurate with the role. The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.
15. BAVO is an umbrella organisation, supporting the Third sector (charities, community and voluntary groups and social enterprises) in Bridgend County as well as offering membership benefits. Staff are required to carry out their duties to support and promote this ethos, including adopting a positive attitude and approach to their post as well as a team building approach.

Job descriptions are subject to regular review.

The nature of this role will require the post holder to undertake a basic DBS check

PERSON SPECIFICATION

Please refer to this, giving examples of your work when preparing your application.

Essential and desirable skills, abilities, experience, knowledge & special requirements for the post. This form also indicates how the different requirements may be assessed during the selection process: A = Application form, I = Interview

	Method of assessment	
	A	I
ESSENTIAL		
Qualifications		
Educated to GCSE (Maths and English) or NVQ Level 3 equivalent	*	
Skills/Knowledge		
Excellent communications skills and an ability to adapt messages appropriately for different audiences and communications channels	*	*
Knowledge of mechanisms of engagement with customers/service users	*	
An understanding and knowledge of the role of the Third Sector in planning and providing public services	*	*
Good 'customer service' skills	*	
IT proficient including the use of a range of IT packages (e.g. email, word, 365, Teams, zoom powerpoints, Info graphics. And/or similar apps/packages)	*	
Exemplar writing skills. - Content for publication and reports	*	
Experience/Ability		
Experience of Funding / Fundraising and bid writing	*	*
Excellent communication and presentation skills, able to communicate clearly and effectively with colleagues, service providers and users and representatives of other third sector, private and public bodies, virtually, in person, via e-mail or by telephone.	*	
An ability to work on own initiative and adapt work plans at short notice to meet any unexpected needs		*
Ability to facilitate networks, and workshops	*	*
Experience of organising and /or delivering training programmes	*	
Experience of researching information and providing sound guidance to organisations.	*	*
Strong organisational skills and ability to forward plan		*
Experience of working in the third sector (voluntary or paid employment)	*	
Effective and supportive team working.		
Commitment to promote equality of opportunity, non-discriminatory practice and valuing diversity at all times.	*	

Ability to deal with enquiries sensitively and confidentially within current Data Protection Protocol.	*	
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OTHER REQUIREMENTS		
Able to work flexibly including occasional unsociable hours.		*
The role involves travel in the community -UK valid, full and current driving licence and have use of a car	*	*
Demonstrate flexibility and open mindedness to different ways of working.		*
A positive attitude to partnership working and an understanding of the value of third sector services.		*
A flexible, responsive and positive 'can-do' approach and attitude and willingness to support other areas of work and all team members if needed		*
DESIRABLE		
Relevant higher qualification/degree	*	
Training qualification or experience of designing/delivering training	*	
Knowledge of third/not for profit sector governance structures	*	*
Knowledge of Safeguarding procedures	*	
Experience of preparing business plans and strategies	*	
Project Management skills	*	
Ability to develop webinars and web-based training	*	
Ability to communicate through the medium of Welsh.	*	*
Experience of social media, websites and digital engagement	*	
Experience of working in a membership-based organisation	*	

BAVO can only employ people who are eligible to work in the UK and the post is subject to a basic DBS check.

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