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Third Sector
Dumfries and Galloway

Job Description

Job Title	Development Officer, Social Enterprise
Line Manager	Lead Officer – Economic Development and Enterprise
Location	Dumfries or Stranraer, with hybrid working and travel
Hours	28 hours (initially 12 months fixed term, with the potential to extend, funding dependent)
Salary	£26,400 FTE

Our organisation

As the Third Sector Interface for Dumfries and Galloway, Third Sector Dumfries & Galloway (TSDG) works with the sector, partners and communities to address key local priorities, build capacity and maximise investment in our region. As part of the national network of Third Sector Interfaces across Scotland, our joint manifesto sets out commitments to enhancing and developing the role of the third sector as a key partner; a focus on place, community, and locality; volunteering and the strengths of local people & communities; a fairer and wellbeing-focused economy.

Some of our services include:

- Helping third sector organisations start, develop and grow.
- Encouraging and involving volunteers.
- Finding suitable funding.
- Creating and delivering sustainable business plans.
- Identifying the best way to manage people and money.
- Building leadership and development capacity.
- Connecting the sector with Community Planning and other local & regional Partnerships.

Social Enterprise

There is no legal definition of what a social enterprise is in Scotland; in response, the Scottish social enterprise community have laid down the values and behaviours which are seen as characteristics of a social enterprise. These have been translated into five essential elements:

1. A Social Enterprise (SE) is a business trading in the marketplace, selling goods and services, but whose primary objective is to achieve social and/or environmental benefit.
2. Regardless of its legal form, the constitution of a SE will include the requirement that profits are reinvested in the business or in the beneficiary community – and not distributed to owner/shareholders/investors.
3. The constitution will always require that on dissolution, the assets of the SE are reinvested in another organisation with similar aims and objectives. Taken together with Criteria 2 this is referred to as the ‘asset lock’- this is a defining feature of an SE and distinguishes from the private sector.
4. SEs are different from those charities and voluntary organisations which do not aspire to financial independence through trading.
5. SEs are distinct from the public sector and cannot be the subsidiary of a public body.



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Job Purpose

As part of the Economic Development and Enterprise Team, the Development Officer role will develop social enterprise activity through capacity building support. The Development Officer will support the delivery of the Third Sector Dumfries & Galloway Social Enterprise Strategy and our alignment with the national Social Enterprise Strategy. The Development Officer will develop resources, and provide advice to new and existing social enterprises to support them to grow and thrive, and realise their full potential within our local communities and economy. As a colleague in the Partnership and Communities workstream, the Development Officer for Social Enterprise will also be involved in sector events and projects for the third sector working with colleagues across the organisation.

Main Responsibilities

Social Enterprise Support

- Help raise the awareness of social enterprise across Dumfries and Galloway
- Support capacity building for social enterprises across Dumfries and Galloway on key areas of development, as directed by the Lead Officer.
- Contribute to the design and delivery of the annual training and workshop programme for social enterprise.
- Create and maintain resources and advice for social enterprises.
- Provide direct advice, connections, and signposting for social enterprises.
- Attend national meetings as directed by the Lead Officer.
- Promote the principles, values, and behaviours of social enterprise more widely with partners.
- Input sector contact, enquiry, and support information to the CRM system to allow monitoring and effective reporting.
- Provide support to the Lead Officer as required on projects and other programmes of work to support the sector.

Social Enterprise Network Development

- Support the Chair of the Social Enterprise Dumfries and Galloway (SEGD) Network.
- Support and maintain the SEDG Network membership.
- Produce high quality information materials designed to emphasise the work of the SEDG Network.
- Support the development and delivery of SEDG Network meetings in partnership with the chair and membership.
- Provide clear communication with the members of the Network, partners, and stakeholders.
- Create opportunities for networking and collaboration.
- Map the social enterprise landscape to reach new members.
- Develop and maintain a social enterprise directory for Dumfries and Galloway.

Team Working

- Work closely with TSDG Locality Development Officers to understand local need and offer support where appropriate.
- Liaise with TSDG staff to provide information regarding social enterprise events.



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- Work with the TSDG Communications and Impact Team to enhance communications across the social enterprise community and wider sector.
- Identify opportunities to collaborate across the wider TSDG Team to deliver the best possible service for our beneficiaries.

Excellence and continuous improvement

- Represent TSDG in a professional, knowledgeable way to build confidence in us.
- Provide regular feedback and input to review opportunities to maximise our impact, learning and responsiveness.
- Support colleagues across TSDG to deliver on our outcomes and contribute to effective team working to make TSDG a great place to work.
- Be accountable, transparent and inclusive to play your part in our organisation, demonstrating a commitment to improvement.
- Undertake training for professional development as required.

Person Specification

Skills, Knowledge & Experience	Essential	Desirable
Evidenced experience and knowledge of the third sector	x	
Excellent organisation, planning and prioritising skills	x	
Positive relationship building skills and experience	x	
Effective problem solving skills and experience	x	
Ability to capture and analyse information	x	
Report writing and presentation skills	x	
Ability to work as part of a team, share knowledge and benefit from experience of others	x	
Ability to work collaboratively with internal and external partners	x	
Ability to use technology packages like email, document creation and spreadsheets	x	
Experience of working with or in social enterprises		x
Experience of providing advice and support to other organisations		x
Other Requirements		
Valid driving license and access to a car with business insurance for work purposes	x	
Self-motivated	x	
Committed to improvement	x	