



Third Sector
Dumfries and Galloway

Job Description

Job Title	Locality Partner / Locality Development Officer (Annandale & Eskdale)
Line Manager	Lead Officer – Communities & Sector Support
Location	Dumfries, with hybrid working and travel
Hours	28 hours
Salary	£26,400 FTE(35 hrs)

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.

Our primary purpose is developing a strong third sector in Dumfries & Galloway. Through locality and community working, we aim to provide advice and support for third sector organisations, help build capacity within and across the sector and support better collaborative working. Locality Hubs are core to the Dumfries & Galloway Community Planning model and as the host, we play an active role in connecting with communities to understand need and support local representation and action.

Job Purpose

The Locality Partner/LDO works across our communities and is assigned a locality of Dumfries and Galloway to develop relationships and representation. The purpose is to build a strong third sector through collaboration and advice on a range of matters including leadership, good governance, sustainability, planning and volunteering. Each Partner/LDO hosts the Locality Hub for their area as part of the Community Planning Partnership, working with partners in the local authority, NHS and others. As part of the Partnerships and Communities team, there is also wider involvement in sector development, including sharing insights and learning from localities to help with decision making.

Main Responsibilities

A strong third sector

- Support capacity building for third sector organisations across Dumfries and Galloway and the assigned locality.
- Contribute to the design and delivery of the annual training and workshop programme based on input and feedback from the sector, partners and available evidence.
- Create and maintain resources and advice for the sector on key themes of good governance, sustainability, planning, organisation development, leadership and impact.
- Provide direct advice, connections and signposting to third sector organisations.
- Develop and manage relationships and partnership working with a variety of organisations to support the role of, and capacity within, the third sector.
- Participate in the delivery of sector workshops and events.
- Build effective connections with others to support the development of the third sector, including through high quality tools, advice and routes to sources of expert help so that our advice for the sector is consistent and of high quality.
- Work with other Locality Partners/LDOs to share insights and experience to improve the offer to the sector and provide additional help/cover where required.
- Use relevant data, insights and evidence to inform the development of practice, ensuring good quality universal resources help reduce demands for intensive one to one support.

Locality and community

- Contribute to the development of Locality Hubs as part of the Community Planning Partnership, hosting the hub for your allocated area.
- Build positive relationships and connections that helps build knowledge of your allocated locality, the range of organisations that work there, challenges and opportunities.
- Identify opportunities to work with other workstreams in TSDG to maximise the effectiveness of Locality Hubs, including plans to develop participation and ensure the most local input from a wide range of stakeholders.
- Apply agreed methods to consistently capture data, insights and learnings from locality working that helps inform future planning and resourcing.
- Support the wider team to build on our locality working model, sharing local knowledge and ensuring insights can be used for the wider benefit of our organisational plans.

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.

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 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	