**Development Officer (Resilience Network)**

**Hours:** 28 hours a week

**Salary:** £25,614.31 pro rata

**Responsible to:** HTSI Chief Officer

**Based:** Dingwall, with travelling throughout Highland

**Fixed term:** Initially for 12 months, progressing subject to funding

**Role Description:**

The post will be responsible for supporting the establishment of the newly developed Highland Third Sector Resilience Network, including embedding the current process and developing stage two of the projects to encourage more collaboration across groups within communities. They will also have responsibility for formalising and maintaining a wide variety of partnerships to create referral processes necessary for joint planning at community or organisational level.

The post is intended to support the next stage of development for the network and is currently funded for another 12 months with ambitions to establish something more permanent subject to funding. There are a clear set of outcomes expected around embedding much of this workstream into main TSI functions within Highland throughout the coming year.

**Key Tasks:**

1. To maintain a personal competency in relation to the needs of the role, including but not limited to, an in-depth knowledge and understanding of the wiser resilience landscape and an understanding of the current and potential role of the Third Sector within that landscape.
2. To develop and consult on the documentation, processes, and planning templates necessary for the implementation of the proposed network accreditation process.
3. Establishing strong partnerships and referral processes with public sector resilience partners as required by the concept proposal.
4. To deliver training and advice to TSI staff members and Public Sector partners around the framework, its implementation and other areas as necessary to implement the Network.
5. To inform and oversee the development of content and the publication of the registered organisations on the HTSI website and/or other platforms to facilitate access to the register and its deployment against resilience needs.
6. Support the production of promotional materials and to act as an ambassador for the network.
7. Supporting the promotion of the Third Sector, its role and importance within resilience response across Highland.
8. To contribute to the production of the HTSI Annual Report and other external communications for wider stakeholder information.
9. To work collectively across the development team and wider HTSI organisation collaboratively, respectfully, fairly and honestly; always undertaking to represent the organisation in an appropriate manner and with the integrity expected by HTSI.
10. To undertake any other reasonable task required of the post by the line manager.

**PERSON SPECIFICATION**

1. Experience
   1. Experience of working within the Third Sector and/or the Resilience field for a minimum of two years.
   2. Experience of the implementation and upkeep of work planning
   3. Experience of partnership working and building professional relationships
   4. Experience of developing and delivering new programmes or projects
   5. Experience of organisational development and implementing new processes within existing workplace cultures
   6. Experience of working across different sectoral environments and cultures and/or evidenced responsibility for engaging across a wide range of audience types and needs
   7. Experience of facilitating and working within a community setting
2. Knowledge and skills
   1. Knowledge of the third sector, ideally within Highland and/or a rural area.
   2. Knowledge of resilience responses in general, ideally in relation to governance and planning
   3. Knowledge of good governance practices, ideally within the context of small or medium organisations
   4. Knowledge of good practice or quality frameworks with the skills to adapt previous experience and practice to new situations
   5. An ability to engage across a wide range of audiences
   6. A high competency in oral and written communication skills – graduate level or experience level equivalent.
   7. Knowledge of the role and functions of an Interface, specifically the Highland TSI.
   8. Good presentational skills, including the ability to create and use PowerpPoint.
   9. Good Computer and IT skills including – Microsoft, Windows and Excel, facebook and twitter
   10. Some awareness of filming, social reporting and/or other digital engagement tools would be an advantage but isn’t essential.
   11. Full UK driving license and access to a car for business purposes
3. Personal qualities
   1. Self-starter, proactive and excellent organiser with the ability to work to project management level.
   2. Leadership skills and an understanding of which style of leadership is appropriate for a given situation
   3. Negotiation, representation and influencing skills
   4. Good interpersonal skills – flexibility for different audiences, tact, diplomacy, adaptability.
   5. Honesty and integrity
   6. Approachable, confident and at ease with others.
   7. Ability to work as part of a team and under pressure
   8. Commitment to the principles of confidentiality, and equality of opportunity