**Development Officer (Partnerships) – Job Description and key requirements of role**

**Summary**

Voluntary Sector Gateway West Lothian (VSGWL) is the Third Sector Interface (TSI) operating in West Lothian. Our primary purpose is to promote, develop and support West Lothian`s Third Sector. We work in partnership with the voluntary sector and key statutory and public stakeholders to improve the lives of individuals and communities across West Lothian.

VSGWL requires an individual with excellent planning and interpersonal skills to join our Development Officer team. You will be

* Someone who is innovative and able to work collaboratively with others to succeed in an evolving environment.
* someone with proven ability in forming alliances and partnerships to bring out sustainable change for communities and the wider third sector.
* Committed, results-driven and supportive to the needs of others, you work well within a team and are willing to follow and develop agreed procedures.

**Role Overview and Responsibilities**

You will work closely with a range of key external stakeholders, including statutory partners and wider third sector to bring about positive change for individuals and communities in West Lothian. You will establish and develop working groups with third sector organisations. You will also represent VGSWL in appropriate meetings with key stakeholders and partners including WL Council and Integrated Joint Board.

Key to the role is outstanding communication and influencing skills to form and cement strategic alliances and strengthen partnership working. You will work closely with the existing staff team.

**Key requirements of role**

**Partnership activity**

* Establishing and developing working groups with third sector organisations
  + Supporting third sector organisation to grow and flourish
* Positively represent VGSWL in appropriate meetings / forums with stakeholders
* Working with existing networks and forums
  + Identifying joint benefits for a range of key partner and stakeholders
  + Cultivating and fostering relationships for mutual benefit
* Developing new, effective partnerships

**Resource Management**

* Working closely with existing staff to identify potential funding opportunities and develop positive relationships with a range of trusts, foundations, community & fundraising partners

**General Duties**

As a member of the VSGWL staff team, the postholder will be expected to perform a number of general duties consistently and effectively:

* + Comply with VSGWL policies and procedures
  + Comply with and contribute to VSGWL’s work of continuous quality improvement
  + Actively participate in staff team planning meetings
  + Carry out other non-recurring duties as arise from time to time, and occasionally help cover duties during the absence of other team members

**Essential requirements**

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| * Excellent oral and written communication skills * Highly motivated and proactive with strong organisational, analytical and planning skills * Experience of positively influencing and supporting colleagues, particularly through periods of change * Positive `can-do` attitude, diplomatic and confident nature * Ability to exercise independent judgement, reasonable care, skill and diligence * Ability to engage with stakeholders to deliver organisational aims and plans   **Desirable requirements** |
| * Experience of Salesforce or knowledge of different management information systems * An understanding of the third sector and awareness of effective fundraising * Flexible approach |