**Social Enterprise Development**

 **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 and Social Enterprises. 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.

The purpose of the **Social Enterprise Development** role is to support and develop social enterprise activity within the third sector, working with key stakeholders and strategic partners to promote the social economy within the West Lothian area. The role will promote social entrepreneurship, through awareness raising events, knowledge exchange, training and peer networking within the third sector and with local and national strategic partners.

This role will be one day a week on a freelance basis and based at VSGWL offices in Bathgate. Hours of work will be **9 to 5pm** with day of work to be agreed with the CEO.

**You will be**

* someone who is innovative and able to lead and motivate 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 will use your own initiative to develop new ideas and seize opportunities to better support the needs of the sector and the key objectives of VSGWL.

**Role Overview and Responsibilities**

To support, develop and report on social enterprise activity within the third sector, working with key stakeholders and strategic partners to promote the social economy within the West Lothian area.

The **Social Enterprise Development** rolewill also be responsible for increasing membership of the Network, encouraging member engagement with network activities and identifying and addressing individual member’s support needs through awareness raising activities, outreach and signposting.

The post holder is required to work with colleagues and partners to design and deliver suitable events, activities and support reflecting member needs.

You will be required to manage your own workload and liaise with and support the Chief Executive to deliver the wider strategic goals of VSGWL

**Key requirements of role**

**Social Enterprise engagement and support**

* Provide ad hoc support to better meet the needs of social enterprises.
* Create training and learning events and opportunities for social enterprises.
* Attend relevant partnership meetings
* Support and implement Scotland’s Social Enterprise Action Plan locally.
* Devise and implement a programme of capacity building support to social entrepreneurs including but not limited to start up, governance, funding, business planning, procurement, asset transfer and management, sustainability, environmental support.
* Maintain member database on Salesforce
* Manage a personal workplan and prepare progress reports.

**Communications and Strategic Partnership Engagement**

* Generating social enterprise focused content for website, ebulletin and social media
* Prepare reports to effectiveness of engagement and support work
* Create case studies to demonstrate the value of social enterprise

**General Duties**

As a member of the VSGWL staff team, you 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
* As a team member, collaborate and work together on tasks/projects as demand dictates
* Carry out other non-recurring duties as arise from time to time.
* Represent VSGWL at events and meetings.

**Essential Criteria**

* Understanding of operating a social enterprise and the business environment they operate in West Lothian. Also, the wider third sector and the national social economy.
* Self-starter, proactive and excellent organiser with the ability to work to project management level.
* Highly motivated and proactive with strong organisational, analytical and planning skills.
* Experience of positively influencing and supporting stakeholders and colleagues
* Proficient as a strategic thinker – forward planning and generating innovative ideas for the future of the social enterprises.
* Ability to problem-solve and think laterally.

**Desirable criteria**

* Event organisation experience
* Flexible approach and the ability to work in a small, dynamic organisation
* Experience in business coaching or mentoring
* Experience or competency using Salesforce CRM system.
* Driving Licence and access to a car.

**Personal qualities**

* Proven ability to communicate effectively and work as part of a larger team and independently.
* Good interpersonal skills – flexibility for different audiences, tact, diplomacy, adaptability.
* Honesty and integrity.