



## **Job Description – Social Enterprise Development Officer**

<b>Post Title:</b>	Social Enterprise Development Officer
<b>Reports to:</b>	Social Enterprise Manager
<b>Hours of work:</b>	35 hours per week
<b>Salary range:</b>	£23,175 per annum + pension contribution
<b>Length of Contract:</b>	Fixed term until Mar 2023
<b>Location:</b>	Based at LEAP office in Cambuslang but flexible options available

### **Job Overview**

The main focus for this project will be to identify Social Enterprise opportunities within East Dunbartonshire. Firstly, you will be responsible for identifying existing services and contacts and then identify opportunities to develop a range of community learning activities and events with an aim of developing sustainable income. You will also be responsible for developing opportunities within the project, to ensure the overall strategic targets and goals are delivered for the project.

### **Key Accountabilities**

#### **Service Excellence**

- Provide a high level of internal and external customer service at all times

#### **Project Management**

- Work alongside the Social Enterprise Manager to develop, plan and implement the overall project plan to meet targets and outcomes as agreed with the funder.
- Identify what services for older people are currently available within East Dunbartonshire, and therefore establish gaps for social enterprise activities and events.
- To develop an activities programme for East Dunbartonshire.
- Attend partnership meetings, forums and conferences and represent the project to the highest possible standards, establishing links with relevant organisations.
- Effectively administer information systems paying particular attention to monitoring and recording mechanisms.
- To identify venues that would be suitable for hosting this programme of activities.
- Co-ordinate and deliver the marketing and publicity of the project to maintain a high area profile, including presentations and production of advertising materials.
- Produce detailed written monthly reports of progress for the Management Committee and to attend Committee meetings when required.

- To be responsible for developing and delivering volunteer training and induction programme if required.
- Ensure a positive, 'can-do' mindset when carrying out duties and coming up against barriers.

### **Managing Relationships**

- To establish contacts and networking opportunities with key individuals, organisations and agencies within the area in order to further the aims of the project.
- To identify and employ suitable tutors and group leaders to facilitate these activities.
- To line manage, support, and supervise tutors and volunteers engaged in the project.

### **Organisational Support**

- Work towards set income generation projections with the aim to improve the long-term sustainability of LEAP.
- Liaise effectively with colleagues and stakeholders to share information and promote good practice to service users
- Be administratively self-supporting, inputting timely and accurate data onto Information Systems and produce statistics and reports when required by funders, managers and Board members.
- Prepare documents, letter, forms etc using IT packages ensuring effective communication in line with LEAP's ethos and standard media forms.
- Ensure compliance with LEAP's policies and procedures including the areas of finance, health and safety and employment.
- Perform any other reasonable duties as required by LEAP, and be prepared to be flexible.
- Provide occasional support to colleagues as required.
- Travel independently within the project locations to attend various meetings and events. The post may involve occasional evening or weekend work, for which time off in lieu can be claimed.

This job description serves to illustrate the type and scope of duties required for the above post and to provide an indication of the required level of responsibility. It is not an exhaustive or exclusive list and duties may vary from time to time.

## **CORE COMPETENCIES**

<b>Planning and organising</b>	<b>Establishes an appropriate course of action for oneself and or others to accomplish specific goals and operates within deadlines while managing their time as efficiently as possible.</b>
<b>Motivation</b>	<b>Focuses energy to make things happen with positive results.</b>
<b>Judgement</b>	<b>Makes decisions, analyses data, generates new ideas and determines priorities.</b>
<b>Flexibility</b>	<b>Demonstrates the ability to adapt to all situations and to achieve tasks quickly and efficiently and within the set deadlines. Understands and responds to change in the company.</b>
<b>Communication</b>	<b>Demonstrates clear, two-way communications at all levels.</b>
<b>Teamwork</b>	<b>Works with and helps others to achieve common standards</b>
<b>Initiative</b>	<b>Generates ideas and acts to solve problems.</b>