**Job Description**

**Post:** Development Officer

**Salary Scale:** £23,931 - £27,884 pro rata (plus 3% pension contribution) for 35 hours per week

**Purpose and scope of the job**

Greenwich Action for Voluntary Service (GAVS) exists to provide a strategic leadership role in representing the views of the sector. It seeks to enable, facilitate and promote models of excellence in the provision of services that support the delivery and development of civil society organisations and those that work with them in Greenwich.

The post has two main roles:-

* To support civil society organisations in developing their organisational and professional capacity
* To facilitate representation of civil society organisations and improve communication between the sector and key partners (including the Council, the NHS and the Metropolitan Police) to improve partnership working

GAVS operates a formal six month probationary period, subject to review.

**Position in organisation**

**Responsible to:** Chief Executive

**Liaison with:** Development Officers, Clients, Trustees, GAVS Member organisations and their staff and trustees and Key Partners and stakeholders

**Key duties and responsibilities**

* Providing a wide range of capacity building support and advice to groups in the portfolio including joint organisational assessments, sign posting for funding, support with completing funding applications, identifying gaps in organisation policies and procedures, supporting ongoing needs and supporting groups so that they are ‘commission ready’.
* Handling and responding to queries from clients quickly, efficiently and accurately
* Building and maintaining effective professional relationships with Chief Officers, staff and trustees of organisations within the portfolio in order to influence and inform your work
* Keeping informed of developments and information relevant to the post
* Working collaboratively with other Development Officers and other team members to improve the capacity building and representational services provided by GAVS and the efficient running of the GAVS office
* Understanding and maintaining a good working knowledge of the rules and compliance procedures of the Charities Commission, Companies House and other relevant bodies and advising CSOs, as and when required
* Representing GAVS and the sector in formal and informal meetings particularly with key statutory agencies
* Providing information and briefings on key issues and developments for civil society organisations
* Advising on and facilitating arrangements that enable key partners to engage on key strategic issues with the sector
* Supporting trustees, the chief executive, individuals and groups in representing the views of the sector to key partners
* Supporting at least one GAVS CSO forum and other ongoing meetings e.g. Voluntary sector leaders, BME, Children and Young People’s, Health and Well Being
* Assisting in developing promotional literature and guidance in conjunction with the Voice and Information Officer
* Delivering or facilitating presentations, workshops or training to your portfolio and representing GAVS at exhibitions, and fairs as required
* Contribute to the development of GAVS as appropriate
* Report writing, data entry, collection and analysis and budget management, as required
* Undertaking continuous professional development and training as required
* Such other duties as are necessary to fulfil the objectives of the post