City of Edinburgh Council job description

Post title	Third Sector Development Officer (NPP)
Directorate	Chief Executive Office
Service	Strategy and Performance
Responsible To	Strategy Manager (Communities)
Number of post holders	1
Duration	3 years, fixed term

Purpose of job

You'll build and strengthen the connection between Third Sector organisations, communities and the Neighbourhood Prevention Partnerships (NPPs), recognising and championing the strength and importance of the Third Sector in frontline service delivery within communities. Working alongside the NPP Development Officers, this is a distinct and complementary role focused specifically on Third Sector voice, relationships and participation, making sure the Third Sector has an equal voice in shaping how NPPs work with local people to prevent poverty and support communities to thrive.

The what - major tasks and job activities

- Build and maintain strong working relationships between Third Sector organisations, communities and the NPP Development Officer teams across the five NPP areas.
- Act as a link and 'sense-maker' between the Third Sector and the NPP central team, joining up local place-based networks with NPP priorities and activity.
- Support and contribute to evaluation activity, providing Third Sector perspective.
- Support a coherent, co-ordinated Third Sector voice within each NPP, helping put Third Sector participation on an equal footing with statutory partners.
- Identify and support increased participation from communities and groups currently underrepresented in NPP activity, capacity allowing.
- Support the integration of Third Sector funded activity (for example, Community Choices/RFF-funded work) into NPP priorities and delivery, avoiding duplication of the remit of Third Sector Interface organisations (such as EVOC) and existing place-based networks.

- Support, rather than lead, community and Third Sector priority-setting, working collaboratively with organisations and communities rather than directing them.
- Contribute to reporting, communications and engagement materials that reflect Third Sector perspectives within NPP governance and reporting.
- Work with NPP Development Officers, the Strategy and Partnership Manager and NHS Lothian Public Health colleagues to embed feedback loops and continuous improvement drawing on Third Sector and community insight.
- Build trust and understanding between communities, Third Sector organisations and statutory partners (Council and NHS), improving communication and reducing duplication of effort.

The how - knowledge and skills, creativity and innovation, contacts and relationships, decision making

You'll bring:

- A degree, or equivalent demonstrable experience, in a relevant discipline (such as community development, social work).
- Experience of building and maintaining relationships within the Third Sector and across statutory, voluntary and community organisations.
- Knowledge of the Third Sector and its needs, and a good understanding of the Edinburgh Third Sector, statutory and community planning landscape.
- Excellent relationship management and communication skills (written and verbal), with the ability to tailor communication for a range of audiences and work with tact and diplomacy across sectors.
- A person-centred approach, engaging with local people and organisations rather than doing things for or to them.
- Sound judgement in navigating sensitive boundaries – for example, not duplicating the remit of Third Sector Interface organisations or place-based networks, and supporting rather than making funding or resourcing decisions.

You'll be responsible for:

- Building and facilitating relationships between the Third Sector, communities and NPP teams in a new and evolving environment.
- Identifying practical ways to resolve tension between competing priorities or agendas among Third Sector, community and statutory partners, and proposing solutions.
- Contributing insight and recommendations that inform NPP priorities and Third Sector engagement approaches.

The decisions you take will:

- Feed into the wider sensemaking and evaluation process for NPPs, where decisions on priorities and resourcing are ultimately made, ensuring the Third Sector's role and expertise in frontline service delivery is recognised and reflected.
- Impact on the strength of relationships and trust between communities, the Third Sector and statutory partners.
- Not include direct decision-making on funding or resource allocation to Third Sector organisations.

Environment - work demands, physical demands, working conditions, work context

You'll normally work:

- Autonomously, managing your own workload across the five NPP areas, with frequently changing and sometimes competing demands from Third Sector, community and statutory partners.
- From a base in the community, with regular cross-city travel required to engage with Third Sector organisations, communities and NPP teams.
- Within the range of normal office and community-based activities, with some requirement for care when engaging with communities and individuals, some of whom may have complex needs or be affected by sensitive or emotive circumstances.

Supervision and management of people

The post has no formal line management responsibility.

The post holder will work within and help co-ordinate input from multi-agency and multi-disciplinary teams, including Third Sector representatives, NPP Development Officers and community members, and may be asked to chair or facilitate working groups relevant to Third Sector engagement.

Resources the job holder will be responsible for

The post will not normally be responsible for staffing or non-staffing budgets.

The post holder may contribute insight to the monitoring and evaluation of Third Sector activity connected to the NPPs, feeding into decisions made through the wider NPP sensemaking and evaluation process, but has no direct responsibility for, or role in, decisions on the allocation of funding to Third Sector organisations.

Additional information - health and safety

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager;
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the Council Health and Safety Policy.