## Job Description

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| **Job Title:** | **Partnership & Policy Manager** |
| **Hours of Work:** | 35 hours per week |
| **Salary:** | £28,119 |
| **Reports to:** | Chief Officer |

### Background

Our vision is an East Renfrewshire where people can work together to shape their communities. This can only be achieved by valuing the uniqueness of every individual and their contribution, whilst creating the conditions for participation.

Here at Voluntary Action community participation is at the heart of everything we do. This includes promoting local opportunities to get involved, giving residents a voice and creating spaces for communities to come together.

We are always open to testing, learning and improving. We can all work together to explore new ideas that can make East Ren a better place to live.

**Facilitation**

We build safe environments for local people, groups and organisations; creating solutions to local issues by working together.

**Engagement**

We encourage East Ren wide conversations, supporting local people to share their stories and experiences and influence planning, design and delivery of local services.

**Participation**

We support local people in finding their way to get involved in the community. This can be anything from joining a group, volunteering or taking part in local conversations.

VAER is a diverse charity that facilitates collaborations to improve the quality of life for the people of East Renfrewshire. We do this through The Community Hub’s 4 main thematic priorities: Health & Wellbeing; Community Climate Action, Make It Happen Youth Development and Third Sector Development.

As the Third Sector Interface for East Renfrewshire, VAER supports and develops the Third Sector, including Volunteering and Social Enterprise and enhances the Third Sector’s role in Community Planning and its contributions to local outcomes and priorities.

Through organisational support and advocacy for the sector, VAER works to strengthen local partnership connections with the Third Sector, developing a strong Third Sector voice, informed and engaged groups and organisations, and a sector that is resilient, thriving and leading joint action to address local priorities.

#### Overview of Role

VAER has an exciting opportunity for a Partnership & Policy Manager to join our amazing team and lead its partnership and policy work as part of the Third Sector Interface role for East Renfrewshire.

The post holder will be responsible for VAER’s Third Sector Interface role in Community Planning, which seeks to facilitate effective Third Sector participation and representation across partnership and planning forums. Bringing excellent facilitative leadership approaches, you will support effective Third Sector partnerships and networks to develop and build the capacity of the third sector to lead positive change in their communities.

You will have good knowledge of public sector policy and the reform landscape in Scotland and of the issues and opportunities affecting the Third Sector. You will be able to bring forward a range of views with confidence and diplomacy and have experience of working with third sector in Community Planning environments.

Working as part of the senior management team of VAER, you will be supported by our Third Sector capacity, volunteer development and wider community engagement staff team to develop a mature Third Sector Forum that will take a lead role in Policy development and Service Design in East Renfrewshire.

**Key Objectives of the Role**

The Partnership & Policy Manager will provide regular, clear and timely policy briefings, local intelligence and insights to the Chief Officer/Deputy Chief Officer to facilitate VAER’s key role as a Third Sector Interface and local strategic Community Planning Partner.

In collaboration with the Chief Officer and Deputy Chief Officer the key objectives will be:

1. To provide vision, leadership and co-ordination to help the Third Sector in East Renfrewshire identify and contribute to local priorities and outcomes.
2. To facilitate effective Third Sector participation and representation across partnership and planning forums, developing a strong and connected Third Sector voice.
3. To enable Third Sector knowledge and influencing of policy, strategy and plans at a local level and facilitate local responses to national consultation.
4. To bring forward Third Sector intelligence, data and impact information to influence strategic planning and commissioning.
5. To facilitate collaboration within the Third Sector and between the Third Sector and statutory partners through strategic partnerships aligned to local priorities.
6. To develop opportunities for people of all ages to be involved in local decision-making and community through volunteering and other means of participation.

In collaboration with the Senior Management team and Programme Leads key duties and responsibilities include:

1. To take a lead role in VAER’s involvement in Community Planning priorities, contributing to strategic planning, commissioning, improvement, quality and performance across the CPP work.
2. To act as a senior VAER representative on Community Planning Partnership groups as directed by the Chief Officer.
3. To bring positive and effective leadership and undertake a leadership role within local partnerships, chairing and leading key work streams or strategic groups as required.
4. To support the Third Sector's direct involvement in planning and commissioning at both strategic and locality levels.
5. To establish and develop a network of representatives and advocates from across the third sector who can contribute to local planning fora.
6. To ensure robust processes and protocols are in place for information-sharing, engagement and influencing on behalf of the Third Sector, through effective communication and strategic Third Sector Forums.
7. To enhance opportunities that ensure Third Sector data and intelligence is brought to bear on strategic planning and commissioning within East Renfrewshire.
8. To strengthen, evidence and promote the Third Sector’s contribution to local outcomes and priorities for our communities in East Renfrewshire.
9. To ensure that VAER supports the Third Sector to understand and contribute to the development of policy positions and strategy at national, regional and local levels.
10. To contribute to VAER as a member of the Senior Management Team.

**Accountability**

1. Carry out the duties of the post within VAER policies and procedures.
2. Participate in regular Senior Management Team Meetings.
3. Undertake any other duties necessary to further the aims and objectives of VAER.
4. Access relevant learning and development opportunities to ensure knowledge is up to date.

This job description is broad-based and is not intended to be an exhaustive list of all possible duties as it is recognised that jobs change over time. Should the duties change significantly, the post and salary level will be fully reviewed.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
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| E1 | Educated to degree level or with significant equivalent qualifications in management and leadership | ✓ |  |
| **Knowledge & Understanding** |  |  |
| E2 | Good knowledge of public sector policy and the reform landscape in Scotland, especially with regard to health and social care, and children, young people and families, Fairer Scotland, and community empowerment | ✓ |  |
| E3 | An understanding of the Community Planning Framework in East Renfrewshire and Third Sector Interface role |  | ✓ |
| E4 | Excellent knowledge of the Third Sector, and the current issues and opportunities for the sector | ✓ |  |
| **Experience** |  |  |
| E6 | Management experience within the Third Sector | ✓ |  |
| E7 | Experience of leading and contributing to strategic partnerships at a senior level and working collaboratively with a range of external partners and agencies |  | ✓ |
| E8 | Experience of managing and bringing forward a range of views in a confident, assertive and diplomatic manner | ✓ |  |
| E9 | Experience of working with outcomes, logic models and creative means of monitoring and evaluation |  | ✓ |
| **Skills & Attributes** |  |  |
| E10 | Proven leadership skills and the ability to motivate and develop a team to deliver results | ✓ |  |
| E11 | A facilitative leadership approach that can enable people to work together effectively and achieve shared goals | ✓ |  |
| E12 | Ability to think strategically and to communicate a strategic vision | ✓ |  |
| E13 | Personal drive, energy, integrity, adaptability and responsibility | ✓ |  |
| E14 | Excellent organisational, written and verbal communication skills, including confidence in public speaking and excellent skills in writing reports and strategy | ✓ |  |
| E15 | Ability to network and engage at all levels | ✓ |  |
| E16 | Negotiation and influencing skills | ✓ |  |
| E17 | A commitment to the aims of VAER and desire to bring about positive change in the lives of people in East Renfrewshire | ✓ |  |
| E18 | Strong IT skills with literacy in MS office and databases | ✓ |  |
| D1 | Able to travel independently in the course of your work and have access to a car |  | ✓ |
| D2 | Knowledge of Scottish Charity Law and effective Third Sector governance |  | ✓ |