

Organisational Development Officer

Salary: £27,334 per annum pro rata: up to 21 hours per week

We are seeking an Organisational Development Officer.

Community Matters, as well as delivering Community Development work in West Yorkshire, provides helpful and friendly support for Community organisations across the UK helping them to safely run their organisations and activities.

The role predominantly responds to a broad variety of requests from organisations by providing information, support and training that helps steer organisations towards best practise.

We are looking for somebody with transferable skills, ideally applicants will have experience of working with the Not-for-profit Sector and relevant stakeholders and partners. Given the diversity of the requests we get appropriate training will be provided. An openness to taking on, interpreting and developing the ever-changing knowledge in this diverse sector would also be appreciated.

For an informal discussion please contact john.wilson@communitymatters.org.uk

Closing Date Thursday 2 May 2024

JOB DESCRIPTION

Job Title:	Organisational Development Officer
Responsible To:	Chief Officer
Salary:	£27,334 per annum pro rata
Hours of Work:	up to 21 hours per week
Duration of post:	Fixed term contract initially until 31 st March 2025
Location:	Community Matters, Unit K, Clayton Business Centre, Midland Road, Leeds LS10 2RJ

Main Purpose of the Job

To support Not for profit organisations across the U.K.

Values and Attitude

All employees are expected to demonstrate Community Matters values by working positively as part of a team, delivering high quality services where all are supported and encouraged and to promote an ethos which values and encourages equality and diversity within the organisation.

Principal Responsibilities

- Providing advice and support to organisations on a range of technical, developmental, management and safety matters; referring organisations to other appropriate support as appropriate.
- Promoting good practice in management, governance, operation and development within organisations.
- Diagnosing organisational issues and challenges and developing action plans. Helping organisations to make use of the range of services available from Community Matters and information, advice, and support from other sources where necessary.
- Work in collaboration with colleagues to produce appropriate supportive written and online information, e.g. templates, newsletter articles, fact sheets, social media posts and web resources.

General

- Ensure all enquiries are dealt with promptly and efficiently, taking messages when appropriate.
- Participate in individual supervision sessions with the line manager.
- Attend and contribute to team meetings.
- Report under the agreed performance management system to the line manager.

- Comply with Community Matters work programme, policies and procedures.
- Undertake relevant training agreed with the line manager.
- Help to promote Community Matters services and increase its membership.
- Bring to the attention of Community Matters areas of concern relating to its work.
- Maintain the quality and professionalism required by Community Matters when dealing with internal and external people with whom you have contact.
- Undertake additional duties occasionally, commensurate with the grading of the post.

The nature of tasks may vary from time to time but within the levels of responsibility of the post.

**PERSON SPECIFICATION
ORGANISATIONAL DEVELOPMENT OFFICER**

The successful candidate will need to demonstrate:

CRITERIA	E or D = Essential or Desirable	Assessed: A = Application form I = Interview T = Test at Interview		
WORK EXPERIENCE		A	I	T
Provision of developmental advice to a range of not for profit organisations.	D+	x	x	
Financial management and budgeting	D	x	x	
Experience delivering short training workshops or similar	D		x	
Able to demonstrate effective partnership working	D	x	x	
QUALIFICATIONS/KNOWLEDGE				
Health and Safety qualification	D	x		
Knowledge of the needs of not for profit sector	E	x	x	x
Knowledge of management, legal, financial and charitable requirements of Not for profits and where to access necessary information	D	x	x	x
Knowledge of strategies and practices to support VCSOs' development, e.g. business planning, fundraising strategies, getting tender ready, sustainable funding options	D	x	x	
Knowledge and proficient use of Microsoft Word, Excel, PowerPoint, SharePoint and Teams, Office 365 and its applications and Zoom	E	x		
Commitment to equality, diversity and inclusion	E	x	x	
Knowledge of the role of local development/ infrastructure agencies	D	x	x	
SKILLS AND ABILITIES				
Excellent verbal and written communication skills required to work with a wide range of organisations	E	x	x	
Ability to present to small and large groups of people, chairing and facilitating meetings both in person and online	E	x	x	x
Ability to listen and provide quality advice to trustees, other volunteers, and representatives from organisations and staff	E	x		
Ability to work on own initiative and as part of a team	E	x	x	

Strong organisational skills and the ability to plan, prioritise and complete tasks on schedule	E	x	x	
Flexibility to undertake occasional work out of normal office hours	E	x		