



ACVO is a Company Limited by Guarantee No: SC290960. Recognised as Charitable by the Inland Revenue No SC036845

Job Description

Post: Partnership Development Coordinator

Reports to: Partnership Manager

Job Purpose

To support ACVO in its remit to “involve, represent, support, develop and advocate on behalf of the 3rd sector in Aberdeen City”.

This will be undertaken by:

- Facilitating 3rd sector engagement in Health and Social Care Integration
- Supporting the Leadership Locality Groups to identify priorities, co-create and co-evaluate projects and source funding to deliver these
- Developing constructive networks to enhance the ability of ACVO & the 3rd sector to deliver on the Community Links Project
- Attending appropriate forums, networks and groups
- Building an awareness of the holistic picture of ACVO and the wider 3rd sector including policy and legislation related to volunteering, CPP and community empowerment.

Main Tasks

- Support the development of the Locality Leadership Groups and ensure constructive involvement of 3rd sector from local, city and national perspectives
- Facilitating the operation of the Health and Social Care and Mental health Forums to ensure engagement, feedback and representation of the sector
- Support to Community Links Workers and link to 3rd sector to facilitate network building
- Attend appropriate fora including self management, delayed discharge, market facilitation and transformation sub groups as directed. Report back to ACVO and sector on these.
- Collate information, data and case studies for H&SC contract reports
- Actively participate and feedback at team meetings, contribute to internal resources and communications such as Milo, the website, social media needs and internal staff development in supporting cohesive staff relations
- Ensure External communications via team meetings, presentations, document preparation, social media and ACVO's website
- Keep up a working knowledge of the legislation relevant to ACVO and this role
- Maintain own personal and professional development



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Challenges & Demands of the Role

- Managing multiple tasks for ACVO
- Maintaining a positive and helpful attitude at all times
- Identifying a shared agenda between ACVO, the 3rd sector and partner organisations to maintain constructive and progressive relationships.
- Maintaining good relationships with a diverse range of individuals and organisations
- Working out of hours and weekends to support 3rd sector projects

Knowledge, Skills & Experience

- Good communication and interpersonal skills.
- A collaborative and affiliative management style
- Thorough knowledge of MS Office, particularly Word, Excel and E-mail.
- Ability to think strategically and decisively in dealing with partners and opportunities
- Ability to appropriately use own initiative, prioritise tasks and manage time effectively.
- Ability to work as part of a team.
- Ability to work accurately and pay attention to detail.
- Ability to work cross unit, cross agency and cross sector.
- Ability to build trust to ensure collaborative working can take place
- Flexible, committed and enthusiastic approach to work.