



Senior Development Officer (The Promise)

Recruitment Pack

Join our team!

acvo.org.uk/vacancies





involving, representing, supporting and developing the third sector in Aberdeen.

Thank you for your interest in working with ACVO TSI, Aberdeen's third sector interface. We are proud to offer this opportunity to be part of a hardworking and passionate team who offer support to, advocate on behalf of, and champion our city's vibrant third sector.

This pack will detail all you need to know to support your application including:

- Background information about ACVO TSI
- An outline of the role and its main duties
- A person specification detailing the skills and experience we are looking for
- Information about how to apply for the role

If you are looking for a rewarding role that will help make a difference in Aberdeen, and think you can contribute to our aims of supporting, representing and involving the third sector in the city, we would love to hear more about you and what you can bring to our organisation.

- Maggie Hepburn, Chief Executive, ACVO TSI



About ACVO TSI...

As the third sector interface (TSI) for Aberdeen City, we have over 20 years' experience working in Aberdeen as the central hub of knowledge relating to the local third sector which is made up of community groups, voluntary organisations, faith and equalities groups, charities, social enterprises, co-operatives, community interest companies, mutuals, housing associations and self-help groups.

Through our various strands of work we actively facilitate, support and promote volunteering; enable charitable organisations to develop and thrive through governance and funding support; represent the voice of Aberdeen's third sector at a local and national level; play a strategic role in third sector involvement with community planning, health and social care integration and in responding to local needs and outcomes; build capacity and provide platforms to celebrate and highlight achievements.

As well as working closely at a very local level with our partner organisations and the wider community, we also contribute to the national conversation as one of 32 TSIs which make up the TSI Scotland Network.

The work we do is reflected in our organisational values which are central to our decision-making processes and are incorporated into everything we do, namely:

- We put the Third Sector first
- We empower communities
- We act on lived experience
- We demand equality
- We stand up for those who need help most

Through our various strands of work, we actively support and promote the work of Aberdeen's Third Sector. Our Statement of Values runs through everything we do - [read it at bit.ly/ACVO-Values](http://bit.ly/ACVO-Values)

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Salary: £36,000 (pro rata) | **Part Time | Hours :** 19 hours a week |

Duration: 2 years fixed term | **Secondment considered:** please enquire

Location: Aberdeen | **Reports to :** Chief Executive ACVO | **Closes:** 17/02/26

Open to discussions about a secondment – please contact maggie.hepburn@acvo.org.uk

Job Description

About the role

An exciting opportunity has arisen to join the Third Sector Interface (TSI) at Aberdeen Council of Voluntary Organisations (ACVO) as a Senior Development Officer, supporting the local implementation of The Promise and currently Fairer Futures work.

This role will play a key part in strengthening how third sector organisations across Aberdeen are connected, informed and involved at a strategic level.

Working closely with third sector partners and stakeholders, the postholder will support collaboration around emerging national and local developments, including a stronger focus on whole family support, early intervention and meaningful participation of care experienced people in shaping services. This will be achieved through facilitating events, coordinating learning and information sharing, and supporting the use of evidence and insight to better understand how Aberdeen is progressing collectively.

This is a chance to join a friendly and dynamic team and work alongside the third sector to turn the vision of The Promise into practical, measurable progress for children, young people and families across the city.

Job Purpose:

- To represent and promote the Third Sector at appropriate partnerships, groups and meetings, such as e.g. The Children's Services Board and the Carer's Strategy Implementation Group.
- To lead and facilitate the Third Sector contribution to the city-wide implementation of 'The Promise'.
- To identify required change, barriers to change and offer support to organisations in the third sector to manage change.
- To identify required change, barriers to change with external partners and offer support to manage change.
- To plan and lead the local provider's Forum and appropriate networks.

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Main Tasks

- In conjunction with other partners, ensure that the Third Sector can contribute effectively to Children's Services Planning and the Fairer Futures Partnership.
- To represent and promote the Third Sector at a strategic level and represent Third Sector issues at appropriate identified meetings.
- To ensure that Third Sector organisations are kept informed and given the opportunity to input into discussions, decisions, and new developments.
- To identify and support other organisations to input into and represent the Third Sector where appropriate.
- To ensure Third Sector organisations have knowledge of, and can engage with, the purpose of The Promise agenda locally.
- To plan and lead the local provider's forum and appropriate networks.
- To participate in regular team and staff meetings of ACVO.
- To ensure that all records relevant to the post are maintained accurately.
- Any other duties which may arise from time to time provided the tasks are both reasonable and within the post holder's capabilities.

Challenges & Demands of the Role

- Understanding and representing views of a diverse range of individuals and organisations, sometimes being the only Third Sector representative in the room.
- Maintaining good relationships and encouraging collaborative working between a diverse range of individuals and organisations.
- Supporting change in individuals and organisations
- Maintaining a good level of understanding across a range of issues around the Children, Young People and Families' agenda.
- Managing and prioritisation of multiple tasks associated with the role.
- Maintaining a positive and solution focused attitude at all times.

Knowledge, Skills & Experience

Essential:

- An appropriate qualification in Community Work, Education, Social Work, Health or other relevant discipline.
- A working knowledge and understanding of Children's Services agendas and issues.
- A working knowledge of representation work.
- Experience of partnership working.
- Excellent verbal and written communication skills.
- Good organisational and time management skills.
- Good IT skills.

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Essential cont.

- Ability to collate and disseminate information.
- Good interpersonal skills.
- Ability to travel to meetings.
- Commitment to a team working approach.

Desirable:

- Knowledge and experience of children, young people and families' third sector organisations.
- Knowledge of the Scottish Approach to Service Design (SAtSD).
- Knowledge of the Community Planning Partnership work in Aberdeen City.

Personal Characteristics:

- A commitment to apply ACVO's values to all aspects of work.
- An awareness of the work and value of the third/voluntary sector.
- A commitment to high standards

How to apply

Applications can be completed online via: acvo.org.uk/vacancies

Or you can Contact ACVO for an application form by email to enquiries@acvo.org.uk or by telephone on 01224 686058.

Informal enquiries can be made to Maggie Hepburn on the telephone number above or to maggie.hepburn@acvo.org.uk

Deadline for applications 5pm on Tuesday 17th February 2026.

Find out more about our work as the third sector interface for Aberdeen at acvo.org.uk.

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