



## JOB DESCRIPTION

<b>Title:</b>	Capacity Building Officer
<b>Salary:</b>	£23451 (pro rata)
<b>Hours:</b>	30 Hours
<b>Responsible to:</b>	CAVS Chief Officer
<b>Duration:</b>	12 Months

1. To provide a training lead within CAVS; including direct support to third sector organisations in order to strengthen the vibrant Third Sector across Carmarthenshire. This will include:
  - Identify training needs for third sector organisations.
  - Develop a training programme in line with sector needs.
  - Deliver opportunities as appropriate.
  - Contribute to the development of CAVS digital training programme.
2. Collate and provide information for distribution to the sector, contributing to the development of CAVS Communication Strategy.
3. Represent the Third Sector as appropriate at a range of meetings and events.
4. Co-ordinate and support CAVS events such as networks, funding sessions and other meetings.
5. To contribute to the delivery and planning of an effective, innovative and comprehensive third sector support service.
6. To effectively establish and maintain relationships with key contacts, individuals and organisations.
7. To maintain professional standards and adhere to the required standards of monitoring, administration and record keeping.
8. To support the continuous development of the organisation, helping it to achieve a high standard of performance and adapt appropriately to change.
9. To promote the services of CAVS, maintaining a working knowledge of the full range of services provided.

10. Any other duties commensurate with the role, in agreement with the line manager.
11. CAVS is an umbrella organisation supporting the Third Sector in Carmarthenshire, as well as offering membership benefits. Staff are required to carry out their duties to support and promote this ethos, including adopting a positive attitude and approach to their post, as well as a team building approach.
12. The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.