



JOB DESCRIPTION

Title:	Development Support Officer
Salary:	£23,451 (pro rata)
Hours:	22.5 Hours
Responsible to:	CAVS Senior Development Officer
Duration:	12 Months

1. To provide a development lead within CAVS; including providing direct support to third sector organisations, strengthening overall third sector support in Carmarthenshire. This will include:
2. Providing support to third sector organisations in Carmarthenshire to find innovative and collaborative ways of financially supporting their activities including providing assistance with funding searches and signposting to Funding Cymru.
3. Providing support and guidance on a range of governance issues to management committees, trustee boards and paid officers.
4. Identify training needs for third sector organisations, developing and delivering opportunities, as appropriate.
5. Contribute to the updating of the database of third sector organisations in Carmarthenshire.
6. To contribute to the delivery and planning of an effective, innovative and comprehensive third sector support service including assisting with the planning and organisation of CAVS network meetings.
7. To effectively establish and maintain relationships with key contacts, individuals and organisations.
8. To attend TSSW (Third Sector Support Wales) Practitioner Network Meetings and disseminate key information to colleagues.
9. To maintain professional standards and adhere to the required standards of administration and record keeping including report writing as required.
10. To promote the services of CAVS, maintaining a working knowledge of the full range of services provided.

11. To support the continuous development of CAVS, helping to achieve a high standard of performance and adapt appropriately to change including identifying and accessing funding sources.
12. Any other duties commensurate with the role, in agreement with line manager.
13. 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.