



## **JOB DESCRIPTION**

### **Freelance - GWT Local Network Development Officer (Central Belt/South)**

#### **Overview**

Generations Working Together (GWT) was formed in 2007 and is managed by the Scottish Mentoring Network. It works with a wide range of public, private and voluntary sector organisations to gather and share best practice, provide information and support and develop new opportunities for intergenerational working in communities.

#### **GWT Organisational objectives 2012-15:**

1. To work with all Scottish Local Authorities to develop a framework for the effective use of intergenerational practice within Local Authority policies and procedures to the benefit of local communities and all age groups.
2. To work with Education Scotland to develop proposals whereby intergenerational practice (IP) can be positively and inclusively incorporated within the Curriculum for Excellence with a view to reducing age stereotyping, improving community cohesion and encouraging lifelong learning.
3. To work with NHS Health Scotland to encourage the use of IP in improving active ageing, encouraging healthier lifestyles, supporting greater personal independence and, reducing social isolation of vulnerable groups and, in particular, the elderly.
4. To develop a series of local IP networks and thematic networks across Scotland and support them through training, advice and local events and enable the sharing of good practice.
5. To work with Third Sector Interfaces and a range of relevant organisations to encourage intergenerational volunteering to help both active ageing and community cohesion through participation in volunteering, attending community groups and other IP activity.
6. To provide and/or arrange training for staff, volunteers and others engaged in IP.

#### **Overview of post:**

The Local Network Development Officer (LNDO) is responsible for managing, programming and supporting around 7 local networks across Scotland. The LNDO reports formally to the SMN Strategic Development Manager and works directly with the GWT National Development Officer.

Local Networks bring people together from all organisations at a local level to enable information exchange on intergenerational practice; share good practice and knowledge, create and maintain new partnerships and thereby help strengthen community links.

Networks normally meet 2 – 4 times per year.

#### **Responsibilities:**

1. To plan, coordinate, manage and support around 7 local networks across Scotland (network areas to be agreed with NDO)  
(To be chosen from the following areas):
  - North Lanarkshire
  - South Lanarkshire
  - Scottish Borders
  - Dumfries & Galloway
  - Ayrshire

- Inverclyde
  - West Dunbartonshire
  - East Dunbartonshire
2. To encourage local authorities to embed intergenerational practice within local policy using the Guidelines document as a tool
  3. To update pages on the GWT website regarding local network meetings etc.
  4. To provide updates from local networks for GWT's social networking sites including Facebook, Twitter and You Tube
  5. To assist NDO in recruiting volunteer coordinators as required for local networks
  6. To provide assistance to volunteer coordinators in producing agendas, meeting reports and speakers for each local network meeting/event
  7. To assist the GWT Administrator in keeping local network databases up to date as well as attracting new members
  8. To provide news articles and case studies for website and e-bulletins
  9. To assist and encourage volunteer coordinators to establish links and partnerships with public, voluntary and private organisations through which new partnership opportunities are developed.
  10. To assist and support the NDO in coordinating 2-3 volunteer co-ordinators' meetings per year
  11. To report regularly to the NDO.

**Personal profile:**

1. Excellent communication skills and a skilled networker and negotiator
2. First-class IT and admin skills
3. Experience of successfully supporting, motivating and managing volunteers at a distance
4. Preferably experience in using websites and in social networking development
5. Excellent interpersonal skills, including ability to relate to people of all backgrounds, particularly older and younger people
6. Knowledge and experience of intergenerational practice is desirable
7. Flexibility to work irregular hours if required and undertake occasional overnight absences.

Current driving licence and own transport an advantage but not essential.

**Terms and conditions:**

**Appointment:** Until 31<sup>st</sup> March 2015 but could be longer depending on funding availability.

**Location:** Home (however travel throughout Scotland is required and meetings as required in Glasgow office).

**Salary:** Circa £13 per hour. This post is offered on a freelance basis

**Expenses:** Travel and overnight expenses (if required) will be re-imbursed

**Hours of work:** 7 hours per week.

**Probationary period:** three months.

**Notice period:** one month

## **Application Process**

**Please submit a detailed CV by Thursday 26<sup>th</sup> June 2014. The CV must include the following:**

- Personal details, education, career background
- Describe your experience of Intergenerational working (no more than 150 words)
- Describe your experience of network development (no more than 150 words)
- Other relevant experience and two referees.
- Current salary (if applicable) and earliest start date.

**Completed CVs should be emailed to [alison@generationsworkingtogether.org](mailto:alison@generationsworkingtogether.org) or send to:**

**Alison Clyde, Generations Working Together, 3rd Floor, Brunswick House, 51 Wilson Street, Glasgow, G1 1UZ.**