



**Generations
Working
Together**

JOB DESCRIPTION

Freelance - GWT Local Network Development Officer (Highlands & Islands)

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.

Overview of post:

The Local Network Development Officer (LNDO) is responsible for managing, programming and supporting around 11 local networks across the Highlands & Islands. The LNDO will report formally to the National Development Manager.

GWT supports thirty one local networks covering most of Scotland from the Scottish Borders to the Highlands & Islands and consist of a mix of community and public service groups/people that currently use or want to learn how to use intergenerational approaches to address the challenges of our ageing society and for the benefit of local communities and the people who live there.

Network meetings provide members and interested parties at a local level an opportunity to exchange information on intergenerational practice; share good practice and knowledge, create and maintain new partnerships and thereby help strengthen community links. Each network normally meets between 2 – 3 times each year.

Responsibilities:

- To plan, coordinate, manage & support around 11 local networks across the Highlands & Islands (network areas to be agreed with Manager)
- To encourage local authorities to embed intergenerational practice within local policy using the Guidelines document as a tool
- To update pages on the GWT website regarding local network meetings etc.
- To provide updates from local networks for GWT's social networking sites including Facebook, Twitter & You Tube
- To assist Manager in recruiting volunteer coordinators as required for local networks
- To provide assistance to volunteer coordinators in producing agendas, meeting reports and speakers for each local network meeting/event
- To assist the Manager in keeping local network databases up to date as well as attracting new members
- To provide news articles and case studies for website and e-bulletins

- To assist and encourage volunteer coordinators to establish links and partnerships with public, voluntary and private organisations through which new partnership opportunities are developed.
- To assist & support the Manager in coordinating 2-3 volunteer meetings per year
- To report regularly to the Manager.

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 & in social networking development
5. Excellent interpersonal skills, including ability to relate to people of all backgrounds, particularly older & younger people
6. Knowledge & 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: ends 31st March 2016 (may be extended if further funding secured)

Location: Home based in the North (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: Up to 14 hours per week.

Probationary period: three months.

Notice period: one month.

Application Process

Please submit a detailed CV by **Wednesday 13th May 2015, 12 noon.**

Please note that **interviews will be held on Thursday 21st May (PM)** in Inverness (venue TBC).

The CV must include the following:

Personal details, education & career background. Please describe your experience of Intergenerational working (max 150 words) and your experience of network development (max 150 words). Please list other relevant experience, two referees, your current salary (if applicable) and your earliest start date.

Completed CVs should be emailed to alison@generationsworkingtogether.org or sent to:
Alison Clyde, Generations Working Together, 3rd Floor, Brunswick House, 51 Wilson Street, Glasgow, G1 1UZ.