



JOB DESCRIPTION

Post: Local Network Development officer (North East Scotland)

Overview

Although a new charity Generations Working Together (GWT) was established in 2007 and were originally known as the Scottish Centre for Intergenerational Practice. GWT's main aim is to work towards creating a fairer Scotland where people of all ages, but particularly the young and old, work together to challenge stereotypes, build social cohesion and mutual respect and build stronger communities founded on the assets of all of its members.

GWT 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 five local networks covering the North East of Scotland.

GWT supports 34 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.

Responsible to:

The National Development Manager

Responsible for:

1. Raising awareness of intergenerational work and of GWT across the North East of Scotland
2. Planning, coordinating and supporting around 5 local networks across the North East of Scotland (Aberdeen/Aberdeenshire/Moray/Angus & Dundee)
3. Encouraging local authorities to embed intergenerational practice within local policy using the Guidelines document as a tool

Responsibilities:

- To recruit and support 1-2 volunteer coordinators for each local network (when required)
- To ensure 2-4 network meetings are planned and organised each year for each of the five networks
- To provide assistance to volunteer coordinators in producing agendas, meeting reports and speakers for each local network meetings/event
- To update local network pages on the GWT website regarding meetings and events.
- To provide updates from local networks for GWT's social networking sites including Facebook, Twitter & You Tube
- To assist the Finance & Admin Officer 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 30th June 2017 (may be extended if further funding secured)

Location: Home based in the Aberdeen area however will travel throughout the North East of Scotland (there will also be additional travel to other parts of Scotland for GWT events and meetings. The GWT office is based in Glasgow).

Salary: Circa £13.50 per hour. This post is offered on a freelance basis

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

Hours of work: 10 hours per week.

Probationary period: three months.

Notice period: one month.

Application Process

Please submit a detailed CV by **Thursday 30th June at 12noon**

Please note that **interviews will be held on week commencing 11th July 2016 (venue & date 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
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