

JOB DESCRIPTION

Salary: £24,964 per annum (35 hours per week)

Status: Full time

Duration: One year from start date (may be extended if further funding secured)

Post: Intergenerational Development Officer

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 Development Officer is responsible for developing intergenerational initiatives within two schools, which will address literacy and numeracy, recruit older volunteers and provide support to organisations keen to connect and grow their intergenerational work.

Responsible to:

The National Development Manager

Responsible for:

1. Building a programme of intergenerational initiatives within schools working primarily with children who are most affected by the poverty attainment gap
2. Recruiting, training and supporting older volunteers
3. Develop, coordinate and deliver training opportunities throughout Perth & Kinross
4. Encouraging Perth & Kinross Council, groups & organisations to embed intergenerational practice within local policy using the Guidelines document as a tool
5. Encouraging new partnerships between young and older people's organisations.

Responsibilities:

- To build a programme of intergenerational initiatives within 2 schools primarily addressing numeracy and literacy (The Community School of Auchterarder & Perth Grammar School)
- To recruit, train and support a minimum of 10 – 12 older volunteers
- To process Disclosure Checks for older volunteers working in schools
- To work closely with school staff to identify young people to join intergenerational projects
- To organise and support an intergenerational planning group in each school

- To support and encourage schools and community groups to establish links and partnerships with public, voluntary and private organisations through which new partnership opportunities are developed, sharing and developing their skills
- To identify schools who haven't undertaken intergenerational work and encourage and support them to undertake projects connecting them with older people in the local community
- To organise, facilitate and evaluate a learning event within Perth & Kinross celebrating intergenerational work from across the area
- To produce a training guide for volunteers working within schools
- To plan a celebration event in March for volunteers
- To organise and facilitate with the support of a volunteer coordinator & GWT manager, 3 local intergenerational network meetings
- To plan and implement a mapping exercise of what is currently happening across Perth & Kinross
- To develop, coordinate and deliver a range of training sessions aimed at specific groups including schools, older people's groups and other organisations
- To support and encourage Perth & Kinross to champion intergenerational work and deliver a coordinated approach throughout the authority area by embedding intergenerational practice into community plans and possibly developing an intergenerational toolkit for the council
- To promote good practice and standards in intergenerational practice to national/local organisations and members who are looking for ideas for new intergenerational projects
- To support school projects to write up approximately 4 case studies during year 1 to be showcased on the GWT website and social media sites
- To investigate and collaborate with the NHS around intergenerational work within care at home settings
- To organise and support an evaluation planning group to collate evidence and feedback from all activities throughout the lifetime of the programme
- To produce reports and feedback meeting criteria for funders and GWT board
- To input information, news articles, updates etc. onto the GWT website and social networking sites (Facebook, Twitter & You Tube) regarding school projects and resources
- Take part and support the GWT national conference
- To report regularly to the Manager on all developments of the projects
- Employees are expected to undertake any and all other reasonable and related tasks allocated by their line Manager.

Personal profile below...

Personal profile:

E = Essential

D = Desirable

Qualifications & experience

1. A training qualification and minimum of 2 years experience in training **E**
2. HND or equivalent in health/sports/education/care or community **E**
3. Clean current UK driving License **D**

Skills

1. Excellent communication skills and a skilled networker and negotiator **E**
2. First-class IT and report writing skills **E**
3. Excellent interpersonal skills **E**
4. Excellent planning and coordination skills **E**
5. Knowledge & experience of intergenerational practice **E**
6. Ability to develop and deliver a training programme **E**
7. Ability to engage and consult with a wide range of practitioners, teachers and organisations from the public and voluntary sectors **E**

Experience of:

1. Working with younger or older people or both **E**
2. Recruiting and supporting volunteers and the process of Disclosure Scotland **D**
3. Inter-agency and partnership working **E**

The successful person will be based within two schools and will have the potential of working some irregular hours. Flexibility to undertake an occasional overnight due to GWT events/activities would also be desirable.

Other details:

Closing date: Thursday 24th August, 12noon

Interviews will be held on Thursday 31st August 2017 – venue TBC Perth or Auchterarder

Location: The post holder will be based two days in The Community School of Auchterarder and two days in Perth Grammar School with the remaining day being flexible and possibly working from home.

Holidays: The applicant will receive 36 days annual leave, which includes public holidays.

Applicants should send a full CV plus a covering letter stating why you should be considered for the post, what networking and training experience you have and detail about your knowledge and experience around intergenerational work. Max 400 words.

Email your application to Sorina@generationsworkingtogether.org

Or post to: Generations Working Together, Brunswick House, 51 Wilson Street, Glasgow, G1 1UZ.

Queries regarding the post can be directed to Alison Clyde, Manager on 07769629988.