



JOB DESCRIPTION

Post: Network Development Officer (Freelance)

Area: West of Scotland

Hours: 18 per week

Pay: £13.75 per hour

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

Overview

Although a relatively 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 Network Development Officer is responsible for organising and delivering intergenerational training, developing and maintaining six/seven local networks and supporting people, groups and organisations across the West of Scotland to raise their knowledge and confidence levels around how to connect generations through intergenerational work.

GWT support 22 local networks covering 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 meets between 2 – 3 times each year.

Responsible to the National Development Manager

Responsible for:

- Raising awareness and the profile of intergenerational work and of GWT across the West of Scotland.
- Planning, coordinating and supporting 6-7 networks including Argyll & Bute, Ayrshire, Dunbartonshire, Inverclyde & Renfrewshire, East Renfrewshire, Dumfries and Galloway and possibly Lanarkshire.
- Organising and delivering intergenerational training in all network areas.

- Encouraging local authorities, groups & organisations to embed intergenerational practice within local policy.

Responsibilities:

- To recruit and support 1-2 volunteer coordinators for each local network.
- To ensure 2-3 network meetings are planned and organised each year for each network.
- To plan, organise and deliver intergenerational training courses for each area.
- With assistance from the volunteer coordinator set network meeting agendas, write meeting reports and book speakers for network meetings/event.
- To update local network pages on the GWT website regarding meetings and events.
- To provide updates from networks for GWT's social networking sites including Facebook, Twitter & You Tube.
- To attract new members to each network and to assist the Finance & Admin Officer in keeping local network databases up to date.
- To provide news articles and case studies from local projects for the GWT website and social media sites
- 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 attend, assist & support the Manager in coordinating 2 volunteer meetings per year based in Glasgow.
- To assist & support the Manager in planning, organising and running GWT's national conference and other events.
- To attend events and conferences in the network areas agreed with Manager to promote and raise awareness of GWT and intergenerational work.
- To occasionally represent GWT at other national conferences and Scottish Government events.
- To report regularly to the Manager.

Personal profile

Essential:

- Excellent communication skills and a skilled networker and negotiator
- First-class IT and admin skills
- Experience of delivering training
- Experience of successfully supporting, motivating and managing volunteers at a distance
- Experience in using websites & in social media (Facebook & Twitter)
- Excellent interpersonal skills, including ability to relate to people of all backgrounds, particularly older & younger people

Desirable:

- Knowledge & experience of intergenerational practice
- Flexibility to work irregular hours if required and undertake occasional overnight absences.

A current driving licence and own transport is required due to the rural travel which is vital for the success of this post.

Terms and conditions:

Appointment: 12 months from start date (may be extended if further funding secured)

Location: Home based in the West 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 £13.75 per hour. This post is offered on a freelance basis

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

Hours of work: 18 hours per week.

Holiday hours: 18.5 days per annum (includes public holidays)

Probationary period: three months.

Notice period: one month.

Application Process

Please submit a detailed CV by Sunday 20th May 2018

Please note that interviews will be held on Tuesday 29th May 2018 in the Glasgow office.

The CV must include the following:

Personal details including your address, education & career background. Please describe your experience of Intergenerational working (max 150 words), delivering training (max 200 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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