

## **JOB DESCRIPTION**

### **Post: Intergenerational Development Officer (Perth & Kinross)**

#### **Overview**

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 Intergenerational Development Officer is responsible for the day to day running of the 'Connecting Generations' Project in Perth Grammar and for promoting and raising awareness of the benefits of Intergenerational work within the local community.

**Responsible** to the Chief Executive Officer

#### **Responsible for:**

1. Recruiting, training and supporting volunteers
2. Raising awareness of the benefits and principles of intergenerational work
3. Delivering and creating suitable intergenerational training opportunities within Perth & Kinross
4. Encouraging local councils, groups & organisations to embed intergenerational practice within local policy
5. Encouraging new partnerships for further intergenerational work

#### **Responsibilities:**

- To recruit, train (when required) and support older volunteers for intergenerational projects within Perth Grammar School including processing Disclosures.
- To organise volunteer's meetings and training ensuring volunteers feel supported, respected and consulted.
- To assist and encourage local community groups to establish links and partnerships with Perth Grammar through the intergenerational programme
- To plan, coordinate & support activities and projects in Perth Grammar to raise attainment in literacy and numeracy
- To work closely with Perth Grammar staff to develop intergenerational opportunities providing training and guidance when necessary
- To work closely with school staff in planning, collating and reporting on evaluation of the project
- To update and ensure all volunteering policies and procedures are robust.
- To showcase a minimum of three intergenerational projects within the Perth & Kinross area each year on GWT website, social media and local press.
- To identify and meet intergenerational training needs and support

- To complete the current mapping exercise of what is currently happening across Perth and Kinross intergenerationally (specifically schools and care homes)
- To support and encourage the local council to champion intergenerational work and deliver a coordinated approach throughout the authority area by embedding intergenerational practice into community plans
- To identify schools who haven't undertaken intergenerational work, encouraging and supporting them to undertake projects.
- To assist the volunteer coordinator to plan and facilitate the Tayside intergenerational network
- To organise, plan and run an annual event within Perth & Kinross and assist with any national GWT events/conferences (Big Lunch/The Big Fit Walk) etc
- To investigate and collaborate with the NHS/Care Inspectorate around intergenerational work within care homes, sheltered housing and care at home settings
- To create a map of intergenerational work in Perth & Kinross showcasing the successes of local projects and innovative work.
- To work alongside GWT staff to develop a volunteer toolkit for schools
- To provide updates and information for funders and assist with future funding applications
- To report regularly to the CEO on all developments of the projects

## Personal profile

	Essential	Desirable
<b>Professional attitudes and values</b>		
Knowledge and experience of Intergenerational Practice and its potential impact in communities	√	
Understanding and commitment to the principles of participation, involvement and sharing of best practice	√	
Ability to recognise and challenge stereotyping of all age groups	√	
<b>IT and Social Media</b>		
Excellent IT/administration skills including Microsoft Office Suite & Outlook	√	
Experience in using Social Media Platforms (Web sites/Facebook, Twitter/YouTube)		√
<b>Job Related Skills</b>		
Highly developed communication skills: written and verbal	√	
Skilled networker and able to liaise and build effective relationships	√	
Proficient in planning, organising and managing priorities	√	
Experience of recruiting, supporting and managing volunteers at a distance	√	
Understanding of working in partnership with other professionals	√	
Excellent interpersonal skills and ability to relate to people of all backgrounds and ages	√	
Experience of delivering training packages	√	
Project management skills		√
<b>Personal Qualities</b>		
Demonstrate negotiation skill	√	
Commitment to working collaboratively across the organisation	√	
Flexibility to work irregular hours and undertake occasional overnight trips (with appropriate notice)	√	
Ability to work on your own with high degree of autonomy	√	

**A current driving licence and own transport is required due to the potential travel to meet projects across Perth & Kinross.**

**Terms and conditions:**

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

**Location:** Based 2 days per week in Perth Grammar School.

**Salary:** £25,463 pro rata

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

**Pension Contribution:** 6%

**Hours of work:** 14 hours per week (worked over two days a week)

**Holiday hours:** 14 days per annum (includes public holidays)

**Probationary period:** three months. **Notice period:** one month.

**Application Process**

To apply please download an application form, complete and return by **Friday 12<sup>th</sup> July 2019**.

Please note that **interviews will be held on Wednesday 24<sup>th</sup> July** in Perth Grammar Community Wing, Perth. Candidates being invited for an interview will be notified by **Wednesday 17<sup>th</sup> July** as they will be asked to give a short presentation.

**Please ensure under the section general comments that you clearly** describe your experience of Intergenerational practice, training, networking and volunteer recruitment.

Please note this post will require a satisfactory **Disclosure** for the Protection of Vulnerable Groups Scheme (PVG).

**Applications should be emailed** to [alison@generationsworkingtogether.org](mailto:alison@generationsworkingtogether.org) or sent to:

Alison Clyde, Generations Working Together, 3rd Floor, Brunswick House, 51 Wilson Street, Glasgow, G1 1UZ **no later than Friday 12<sup>th</sup> July**.