



JOB DESCRIPTION

Post: Learning and Development Officer

Hours: F/T - 35 per week Salary: £26,511

Fixed term contract for 3 years (extension will depend on funding)

Overview

GWT was established in 2007 as the Scottish Centre for Intergenerational Practice and became a registered Scottish Charitable Organisation in 2015. GWT's vision is to live in a Scotland where different generations are more connected, and everyone has the opportunity to build relationships that help to create a fairer society. Our mission is to develop, expand and improve intergenerational practice.

By intergenerational work we mean projects, activities or events where people of different generations who might not otherwise meet each other do things together in positive and creative ways. Intergenerational work includes any activities which remove and break down barriers between the generations.

GWT provides a range of training opportunities, a library of resources, organise events, facilitate 18 local and three thematic networks across Scotland and deliver pilot projects. This support encourages the involvement of volunteers and grass roots projects as well as the more strategic levels of management and government. Importantly we connect individuals and organisations who work across different generations building trust and respect which creates long lasting friendships. Together through intergenerational work the different generations can share their skills and learn new ones identifying solutions on how to address local problems and challenges in their communities.

Overview of Post

The Officer is responsible for the development, facilitation and evaluation of GWT's learning and development programme and for building professional intergenerational learning networks across Scotland. The postholder will be committed to developing new, exciting, learning opportunities and participation options including digital learning for a range of individuals working across the private, third and public sector.

Responsible to: Chief Executive Officer

Responsible for:

1. Developing, delivering and evaluating a range of training opportunities tailored to meet the needs of individuals, organisations and partnerships.
2. Raising awareness of the benefits of intergenerational practice and supporting this work across Scotland.
3. Driving engagement of participants and supporting learner progression through good communication, promotion and marketing.
4. Leading the growth of GWT's digital learning channels.

Responsibilities:

- **Develop and lead the implementation and evaluation of a comprehensive programme of professional learning and development opportunities, in support of GWT's corporate aims and priorities**

This will include activities such as:

- Reviewing and examining the existing courses and resources and provide proposals for improvement.
 - Engaging with a range of stakeholders to identify learning and development needs - then developing appropriate responses.
 - Developing training modules for primary, secondary aged children and adults.
 - Developing training related to intergenerational work, ageism and the workplace.
 - Evaluating GWT's learning and development programmes and contribute to GWT's overall evaluation.
 - Assist GWT staff in planning and facilitating learning and development events including the annual conference and the international intergenerational week campaign.
 - Delivering and supporting colleagues to deliver learning and development programmes.
- **Build professional networks in intergenerational and learning and development work, to enable the development and delivery of quality learning and development programmes and opportunities**

This will include activities such as:

- Building relationships with international colleagues and experts using their knowledge and expertise to develop exciting new training and awareness raising opportunities.
 - Building partnerships with organisations such as Age Scotland, NHS, Alzheimer Scotland, Education Scotland, Youth groups etc to develop and pilot new materials and training opportunities.
 - Securing links with professional bodies such as SCCC, GTCS and CLD Standards Council to connect intergenerational learning programmes with professional registration requirements.
 - Engaging with intergenerational heroes in organisations, partnerships and areas and supporting them to increase knowledge and experience through learning.
- **Promote and market GWT's training opportunities through a variety of means including the website, news articles, blogs, videos, social networking sites, local media, partners and funders forums**

This will include activities such as:

- Developing professional relationships with learning and development colleagues across sectors.
- Developing a clear marketing and promotional plan for GWT's learning and development activity, utilising consultant feedback and other relevant resources.
- Producing content for GWTs website, newsletters and social media channels to highlight good practice and achievement in professional learning.

Personal Profile

Professional attitudes and commitment to a rights-based approach to practice	Essential	Desirable
Knowledge and experience of Intergenerational Practice and its potential impact for participants and communities.	√	
Understanding and commitment to the principles of participation, involvement and sharing of best practice.	√	
Ability to recognise and challenge ageism and other inequalities and work in an anti-discriminatory way.	√	
A good understanding of human rights approaches and a commitment to equality, diversity and inclusion.	√	
IT and Social Media		
Excellent IT/administration skills including Microsoft Office Suite, Outlook, Zoom, Prezi (and other presentation platforms) on both desktop and digital devices.	√	
Experience in using social media platforms, web-based tools and digital learning platforms including Moodle.	√	
Job Related Skills		
Excellent facilitation and training skills with experience in planning and delivering comprehensive training programmes to a range of audiences.	√	
A sound understanding of learning and training theory and application to practice.	√	
Ability to identify learning needs (individual, organisational and partnership) and develop appropriate responses.	√	
Highly developed literacy and communication skills.	√	
Skilled networker and able to liaise and build effective relationships.	√	
Ability to write interactive training materials.	√	
Excellent knowledge of key legislation and policies which call for more intergenerational interaction and initiatives and where it could be embedded.		√
Proven ability to work collaboratively in partnership with other professionals.	√	
Excellent interpersonal & conversational skills and ability to relate to	√	

people of all backgrounds and ages.		
Group facilitation and presenting skills (including the ability to listen effectively, understand needs, research and present options).	√	
Demonstrate negotiation skills.	√	
Personal Qualities		
Proven ability in being creative and reliable in ensuring best practice	√	
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 deliver training sessions where public transport is not an option.

Terms and conditions:

Location: A mixture of home, office and remote working

Salary: £26,511

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

Pension Contribution: 6%

Hours of work: 35 per week

Fixed term contract for 3 years (extension will depend on funding)

Holiday hours: 36 days per annum (includes public holidays)

Probationary period: Six months

Notice period: One month

Application Process

Please download an application form, complete and return by **Monday 16th August 2020** at 12 noon to alison@generationsworkingtogether.org

Please note, **interviews will be held online on Tuesday 24th August 2020 (TBC)**. Candidates being invited for interview will be notified by the latest, **Friday 20th August 2020**. Those invited to interview will be asked to give a short presentation.

Please ensure under the section general comments that you describe your experience of designing, facilitating and evaluating learning programmes, intergenerational practice and of networks.

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

For further information on the post and project please contact Alison Clyde on 07769629988.