



# Generations Working Together

## JOB DESCRIPTION

**Post: Policy Officer**

**Hours: 21 per week**

**Salary: £24,491 – 27,041 (pro rata dependant on experience)**

**Hours: Flexible working - Monday - Thursday**

### **Organisation profile:**

GWT is the [nationally recognised centre of excellence](#) supporting the development and integration of intergenerational work across Scotland. 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 practice 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 practice includes any activities which remove and break down barriers between the generations.

GWT provides a range of [training opportunities](#), a library of resources, organises events including the [Global Intergenerational Week](#) Campaign, facilitates 18 local and [four thematic networks](#) across Scotland and delivers 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.

### **Post overview:**

The main purpose of this post is to help GWT achieve our vision, mission and corporate aims, creating more opportunities for people of all ages to build intergenerational relationships. Key tasks will include influencing the policy and practices of key decision makers and stakeholders, developing impactful responses to consultations and compiling research and practice evidence, all of which will support the development of intergenerational work across Scotland.

The post holder will report directly to the CEO and will be based in our Glasgow office (a hybrid form of working is in development).

### **Responsibilities:**

- 1. Lead on work to develop, support and build recognition from local and national government and civic organisations.**

This will include activities such as:

- Develop impactful responses to consultations and other policy initiatives relevant to intergenerational working.
- Influences the policy and practices of key decision makers and stakeholders, including Scottish Government, local authorities, public health agencies and third sector organisations.
- Compile research and practice evidence to support the development of intergenerational work across Scotland.
- Represent GWT on advisory and workings groups with stakeholders (possibly as secretariat), such as Cross-Party Groups such as Older People Age & Ageing, Volunteering, Children & Young People, Disability etc.

**2. Contribute to the development, coordination and support of GWT events.**

This will include activities such as:

- Coordinate and support two local intergenerational networks.
- Lead and coordinate communications work around Global Intergenerational Week and the annual conference.
- Support the board to develop and implement effective external relations strategies and plans.
- Lead the day-to-day implementation of the organisation's social plans.
- Support the delivery and promotion of GWT conference, intergenerational week campaign and other events.

**3. Collaborate with colleagues and members to ensure publications, training and learning materials are grounded in robust evidence and relevant lived experience.**

This will include activities such as:

- Work closely with colleagues and network members to raise awareness of, develop and promote best practice, policy positions and research.
- Support projects to raise awareness of their intergenerational work and its impact to local and national government and other organisations including Education Scotland, Care Inspectorate and Youth Scotland encouraging policy change.
- Develop case studies which highlight different themes of intergenerational work showcasing good practice.
- Contribute to funding applications and reports, providing evidence-based research to support project proposals.
- Assist in the supervision and mentoring of interns/volunteers or assistants.
- Any other duties that can be reasonably required in the performance of this role.

## Personal Profile

<b>Job Related Skills</b>		Essential	Desirable
Educated to degree level in a relevant subject or equivalent experience		√	
Previous experience in a similar role		√	
Experience of identifying, monitoring and evaluating policy issues, formulating policy responses and compiling evidence to support policy positions and initiatives.		√	
Understanding of relevant national and local government policies		√	
Knowledge and experience of working with, or for government bodies (including councils)		√	
Excellent skills for preparing case studies		√	
<b>Knowledge and skills</b>		√	
Highly computer literate, with a strong working knowledge of Microsoft Office, in particular Outlook, Word and Excel and online meeting software such as Zoom and Teams.		√	
Excellent interpersonal, written and oral communication skills with good attention to detail.		√	
Ability to develop evidence-based reports and present to a wide range of audiences.		√	
Awareness of health, social and economic inequalities			√
Excellent social media skills		√	
Collaboration and team working		√	
Ability to work on own initiative with a high degree of autonomy		√	
<b>Personal Qualities</b>			
Approachable & personable.		√	
Commitment to equalities and human rights		√	
Flexibility to work irregular hours and undertake occasional overnight trips (with appropriate notice)		√	
Creativity		√	

## Terms and conditions:

**Location:** The role will have flexible working options involving a mixture of home, office and remote working. The office is based in Glasgow.

**Hours of work:** 21 per week

**Salary:** £24,491 – 27,041 (pro-rata dependant on experience)

**Pension Contribution:** 6%

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

**Holiday hours:** 36 days per annum (includes public holidays) and an additional day has been allocated for the Queen's Jubilee (2022 only)

**Probationary period:** six months

**Notice period:** One month

**Please note:** GWT's Board of Trustees are currently investigating ways to improve staff benefits.

**Applications should be sent to** [Alison@generationsworkingtogether.org](mailto:Alison@generationsworkingtogether.org) by 12 noon Friday 22<sup>nd</sup> April 2022.

Interviews will take place week commencing Monday 2<sup>nd</sup> May 2022.

