



Job Description

Post: Intergenerational Development Officer

Hours: F/T - 35 per week (would consider job share of 2 P/T Officers)

Salary: £26,400

Overview

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. By intergenerational practice we mean projects, activities, or events where people of different generations who might not otherwise meet each other work together in positive and creative ways.

GWT has secured funding from the National Lottery Community Fund for an exciting new project that aims to embed intergenerational practice across Scotland, England, and Northern Ireland. From January 2023, we will work in partnership with Apples and Honey Nightingale in London and Linking Generations Northern Ireland, with Development Officers in each country working collaboratively to deliver training, promote new quality standards, and recognise Intergenerational Hubs in communities across the UK.

Overview of Post

This role will focus on building partnerships, delivering intergenerational training, creating, and piloting a set of new quality standards, and supporting the recognition of new Intergenerational hubs across three areas of Scotland (areas being considered include Shetland/Orkney, Ayrshire, and Lothians however this could change).

Responsible to: GWT Chief Executive Officer

Responsible for:

1. Providing support and delivering training to communities and organisations across three areas (described above) to develop sustainable intergenerational activities
2. Working collaboratively to create, pilot and evaluate new resources and quality standards for intergenerational practice
3. Working collaboratively to create, pilot and evaluate a recognition process for intergenerational hubs
4. Providing administrative and logistical support to the partnership and advisory group

Responsibilities:

1. Providing support and training for communities and organisations interested in pursuing intergenerational activities.

This will include activities such as:

- Building relationships with individuals, practitioners, and communities within the three identified areas exploring opportunities for intergenerational activities
- Planning and facilitating 3 - 4 local intergenerational networks across the agreed areas
- Developing resources in collaboration with partners and delivering training
- Identifying and supporting 10 projects in Scotland to create intergenerational projects programmes/hubs
- Acting as a key liaison for participants involved in the programme

2. Working collaboratively to create, pilot and evaluate new resources and quality standards for intergenerational practice.

This will include activities such as:

- Working collaboratively with partners (England & Northern Ireland) as well as the Advisory Group to establish new quality standards
- Coordinating community engagement and feedback around quality standards from participants in Scotland
- Assisting in the dissemination of these new quality standards through established networks and creating new linkages
- Supporting projects and communities to test pilot the standards
- Evaluation and monitoring of all projects testing standards

3. Working collaboratively to create, pilot and evaluate a recognition process for intergenerational hubs

This will include activities such as:

- Assisting the advisory group and partners to design and agree the application process for the recognition of Intergenerational Hubs within communities
- Promoting opportunity to communities and organisations involved in the programme and further afield in collaboration with the Marketing Officer
- Processing and reviewing applications from groups seeking to be recognised as IG Hubs and undertaking visitations where necessary

4. Providing administrative and logistical support to the partnership and advisory group

This will include activities such as:

- Contributing to the organisation and facilitation of key events, meetings & training
- Undertaking project evaluations and collating evidence
- Assisting with the writing of reports and feeding back to CEO, funders, and partners
- Creating case studies for use on websites, social media, and reports

Personal Profile

	Essential	Desirable
Job Related Skills		
Proven ability in project management, ideally in community settings (2-3 years)	√	
Excellent group facilitation and presenting skills	√	
Excellent written, communication and visual storytelling skills and report writing	√	
Previous experience in delivering training and online workshops and events	√	
Proven ability to work collaboratively in partnership with other professionals	√	
Knowledge and experience of Intergenerational Practice and its potential impact for participants and communities		√
Good understanding of human rights approaches and a commitment to equality, diversity and inclusion		√
Skilled networker able to liaise and build effective relationships	√	
IT and Social Media		
Highly computer literate, preferably with strong working knowledge of Microsoft Office in particular Outlook, Word, Excel & PowerPoint	√	
Experience in using social media platforms		√
Personal Qualities		
Approachable and personable	√	
Commitment to working collaboratively across the organisation	√	
Strong attention to detail	√	
Flexibility to work irregular hours and undertake occasional overnight trips (with appropriate notice)	√	
Ability to work on your own with high degree of autonomy	√	
Current driving licence and own transport is required due to the potential travel to deliver training sessions /meetings where public transport is not an option	√	





Terms and conditions:

Hours of work: 35 per week

Location: Glasgow (hybrid options available)

Salary: £26,400

Pension Contribution: 8%

Probationary period: Six months

Notice period: Two months

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

Holiday hours: 37 days per annum (includes public holidays and a personal celebration day). An additional day will be awarded after each year of service up to a maximum of five.

Applications should be sent to Alison@generationsworkingtogether.org by end of day, Sunday 4th December 2022.

Applications will be assessed as and when they are received. GWT reserve the right to bring the closing date and interview dates forward and recommend that you submit your application as soon as possible and not wait until the deadline.

Interviews will be held on either the 9th (in person) or the 12th of December (online) 2022.