



**Generations
Working
Together**

JOB DESCRIPTION

Post: Intergenerational Development Officer

Area: Central and West of Scotland

Hours: F/T 35 per week

Pay: £25,463

Location: Brunswick House, Glasgow and one day a week in Drumchapel

Closing date: Thursday 25th April 2019

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 Development Officer is responsible for creating, organising and delivering intergenerational training and resources, planning and supporting a new school pilot, developing and maintaining five local networks in which you will support members and organisations to raise their knowledge and confidence levels around how to connect generations through intergenerational work.

GWT support 18 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. Two further networks involve our international members and researchers & academics.

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 Chief Executive Officer

Responsible for:

- Raising awareness and profile of intergenerational work and of GWT.
- Encouraging local authorities, groups & organisations to embed intergenerational practice within local & national policy.

- Planning, coordinating and supporting 5 networks including Argyll & Bute, Ayrshire, Greater Renfrewshire & Inverclyde, Dumfries & Galloway and Lanarkshire.
- Creating, planning and delivering resources and training courses on intergenerational practice for GWT members, schools and the Soil Association.
- Planning, supporting and organising another school pilot in a Drumchapel Primary School which includes recruiting and supporting older volunteers for intergenerational work to increase literacy and numeracy within the school.

Responsibilities:

Networks:

- To ensure 2-3 network meetings/events are planned, organised and promoted each year per network.
- To recruit and support 1-2 volunteer coordinators for each local network as and when required.
- To plan, organise, promote and deliver intergenerational training
- With assistance from the volunteer coordinator set network meeting agendas, write meeting reports and book speakers/venues for network meetings/event.
- To update local network pages on the GWT website regarding meetings and events.
- To organise 2 network coordinator meetings in Glasgow each year for all networks
- To attract new members to each network and to assist the Finance & Admin Officer in keeping local network databases up to date.
- To evaluate all network meeting/events and training reporting findings to the CEO.

School project

- To recruit, train and support 6-10 older volunteers for intergenerational projects within the Primary school including processing Disclosures.
- To organise volunteer's days and regular meetings ensuring volunteers feel supported, respected and consulted.
- To assist and encourage schools and community groups to establish links and partnerships with public, voluntary and private organisations through which new partnership opportunities are developed.
- To plan, coordinate & support activities and projects in specified schools to raise attainment in literacy and numeracy.
- To raise awareness of what intergenerational work is and the benefits to staff, parents and partners.
- To identify and provide training for school staff and partners when required.
- To work closely with the school to ensure proper planning of evaluation, measurement of impact and collation of data from the initiative.
- Create an intergenerational hub which will support the intergenerational work within the school and local community
- To update and ensure all volunteering policies and procedures are robust.
- To add to and update materials and resources to the existing school project toolkit created from the Perth & Kinross 'Connecting Generations' project.

Soil Association

- To promote opportunities from the food connections project to GWT members and partners across Scotland specifically aiming at the target areas.
- Develop and deliver an intergenerational train the trainer package focusing on food for project staff and other national partners of the project (One session to be carried out in Scotland another three possibly in England, Northern Ireland and Wales)
- Deliver intergenerational training courses for practitioners with follow up webinar/video which will need to be created.
- Develop an evaluation process for all training courses delivered collating evidence and feedback which can be used in reports for funders and to inform and improve future training.
- To sense check and provide input into all the project resources – (4 days)
- Attend meetings and provide reports on the progress of our agreed work with the Soil Association and funders.
- Develop collaborations for resources with the Big Lunch, Linking Generations Northern Ireland and other national partners.

Marketing

- To provide updates from networks, training and project work for GWT's social networking sites including Facebook, Twitter & You Tube.
- To provide news articles and case studies from local projects for the GWT website and social media sites working closely with the Communications and Policy Assistant.
- 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 assist & support the CEO in planning, organising and running GWT's national conference and other local and national events.
- To occasionally attend events and conferences in the network areas agreed with CEO 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 CEO on all developments and progress including evaluation and impact.

Personal profile

Professional attitudes and values	Essential	Desirable
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	√	
IT and Social Media		
Excellent IT and administration skills including Microsoft Office Suite and Outlook	√	
Experience in using Social Media Platforms (Web sites/Facebook, Twitter/YouTube)	√	
Job Related Skills		
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 creating and delivering training packages	√	
Experience in creating and delivering training the trainer packages		√
Project management skills		√
Personal Qualities		
Demonstrate negotiation skills	√	
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 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: Based 4 days per week in our Glasgow office and one day in a school in Drumchapel.

Salary: £25,463

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

Pension Contribution: 6%

Hours of work: 35 hours per week.

Holiday hours: 36 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 **Thursday 25th April 2019** at 12noon.

Appointment is subject to a **successful Protection of Vulnerable Groups Scheme Record and use of own car is essential.**

Please note that **interviews will be held on Thursday 2nd May** in the Glasgow office.

Candidates being invited for an interview will be notified on **Friday 26th April**, (late afternoon) as they will be asked to give a presentation.

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

Applications should be emailed to alison@generationsworkingtogether.org or sent to:

Alison Clyde
Generations Working Together
3rd Floor, Brunswick House
51 Wilson Street
Glasgow
G1 1UZ

no later than Thursday 25th April 2019 at 12noon.