



## Scottish Older People's Assembly

### Co-ordinator

## Job Description and Person Specification

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The Scottish Older People's Assembly (SOPA) exists to give a strong voice to older people about their experience of life in Scotland, their challenges and concerns, and to celebrate the positive contribution that older people make to society.

SOPA is largely a volunteer-led organisation with over 40 member organisations and its work is overseen by a Board of Trustees. The part-time Co-ordinator is the main paid role, with assistance provided by a part-time Finance and Admin worker. The Co-ordinator works closely with the Chair, the Board of Trustees and wider member organisations to deliver SOPA's work plan.

**Location:** SOPA's registered office is at the Eric Liddell Centre, 15 Morningside Road, Edinburgh EG10 4DP. SOPA rents desk space, computer and office facilities at the centre. Opportunities for partial home working could also be considered.

**Remuneration:** The Co-ordinator would be self-employed and would receive £1,000 per month for delivery of agreed outcomes.

**Hours:** The post is flexible, working hours are negotiable, averaging around 16 hours per week.

**Duration:** The position is to cover maternity leave, initially 6 months January – June 2020, with potential to extend for a further 3-6 months dependent on external funding.

The Co-ordinator's main role during the initial 6 months will be to:

- Plan, support and deliver two out-reach events for between 20-40 older people (locations and audience to be discussed and agreed with Trustees and members)
- Plan, deliver and report on a SOPA Parliamentary Reception
- Arrange and participate in SOPA Planning and Trustees meeting (4 per year)
- Participate in and contribute to key government, parliament and partner meetings
- Respond to consultations on issues of concern to older people on behalf of SOPA
- Facilitate working groups and discussions to assist policy makers
- Manage SOPA membership, actively recruiting organisations that represent marginalised older people and Older People's Champions from within Local Authorities
- Produce and circulate an electronic newsletter to 1000+ recipients on mailing list (3-4 per year)

- Update website and social media with key information and SOPA news
- Provide a performance report for main funders (2 per year)
- Support future funding arrangements, including writing and input to funding bids
- Maintain an overview of SOPA budget and assist in reporting to Trustees
- Recruit and support volunteers to support the work of the charity if required
- Any other tasks required to support the work of the charity

### Person Specification

	<b>Essential Skills and Experience</b>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with a charity at a national level</li> <li>• Experience of planning, delivery, monitoring, evaluation and reporting</li> <li>• Working to deadlines and achieving agreed goals</li> <li>• Experience of the democratic processes by which older people can influence the Scottish Government, Westminster Government, local authorities, NHS (IJBs) and other relevant public, statutory and commercial organisations</li> </ul>
Knowledge, Skills and Understanding	<ul style="list-style-type: none"> <li>• Good level of written and oral communication skills</li> <li>• Ability to show adaptability and flexibility</li> <li>• Understand and maintain confidentiality</li> <li>• Understand human rights, promote equality and tackle inequality and injustice</li> <li>• Understand financial viability and budget management</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>• Being citizen and charity focussed</li> <li>• Working effectively with others</li> <li>• Dealing positively with change</li> <li>• Taking personal responsibility</li> <li>• Communicating effectively</li> <li>• Planning and decision making</li> </ul>