



JOB DESCRIPTION

Post: Intergenerational Development Officer

Hours: 18 per week **Salary:** £25,463 pro rata

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 training opportunities, a library of resources, organise events, facilitate 18 local networks across Scotland and deliver pilot projects, all of which support and encourage 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 Intergenerational Development Officer is responsible for the day to day running of the 'Together is Better' Project being created in the Scottish Borders which will include working two days a week in Jedburgh Grammar (then later in the Jedburgh Intergenerational Community Campus when it opens) and 4 hours per week at home working on supporting intergenerational work in the community. The project is step two in GWT's plan to support schools to embed intergenerational practice.

Responsible to: Chief Executive Officer

Responsible for:

1. Recruiting and supporting volunteers for intergenerational projects in the new Jedburgh Intergenerational Community Campus which brings together Jedburgh Grammar School and Jedburgh Primary School
2. Raising awareness of the benefits of intergenerational practice
3. Planning, coordinating events and training programmes
4. Encouraging local council, community groups & organisations to embed intergenerational practice within policy.
5. Encouraging new partnerships between young and older people's organisations

Responsibilities:

- To recruit, train and support older volunteers for intergenerational projects within the new community campus in Jedburgh including processing Volunteer Disclosures.
- To organise regular catch up sessions ensuring volunteers feel supported, respected and consulted.
- To plan, coordinate & support activities and projects in the community campus to raise attainment in literacy and numeracy.
- To work closely with staff within the campus to identify pupils and activities for the intergenerational activities.
- Deliver training and support to teachers, parents and individuals from the local community raising awareness of the benefits of intergenerational work.
- To assist and encourage staff within the campus and community groups to establish links and partnerships.
- To identify and deliver intergenerational training for the local communities within Scottish Borders and Midlothian & East Lothian, minimum of 2 courses per year.
- To plan and implement a mapping exercise of what is currently happening across the local area
- To support and encourage the local council to champion intergenerational work and deliver a coordinated approach throughout the authority area by embedding intergenerational practice into community plans.
- To identify schools who haven't undertaken intergenerational work and encourage and support them to consider creating intergenerational opportunities.
- To share case studies, news articles, blogs etc on the GWT website, & social networking sites, to local media and with the schools' media preferences.
- To organise meetings for two networks: the Scottish Borders and Midlothian & East Lothian encouraging local projects to attend and share their knowledge and experiences - 3-4 meetings a year per network.
- To organise, plan and facilitate a learning/celebratory event within the two network areas and assist with any national GWT events and annual conference.
- To give presentations and raise awareness of intergenerational work across the two network areas.
- Identify and apply for local funding opportunities to further intergenerational work in both network areas.
- Design, consult and collate information for evaluation looking at the impact of the relationships and how everyone involved is benefiting from the approach. Work closely with the school to ensure the impact is being recorded and reported from the pupil's side.
- To update and ensure all volunteering policies and procedures are robust.
- Participate in online web casts/video meetings with GWT staff working on other school projects to share experiences, concerns and challenges.
- Connect and share learning with Intergenerational Schools, USA and Oxford Academy.
- Assist GWT staff to develop an intergenerational guide for schools.
- Report regularly to the CEO on all developments of the projects

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/administration skills including Microsoft Office Suite & 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 delivering training packages	√	
Project management skills		√
Personal Qualities		
Demonstrate negotiation skill	√	
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 meet projects across the Scottish Borders and Midlothian and East Lothian.

Terms and conditions:

Appointment: 12 months from start date (may be extended if further funding secured)

Location: Based 2 days per week in Jedburgh Grammar and then in the new Jedburgh Intergenerational Community Campus in Jedburgh and 4 hours per week from home.

Salary: £25,463 pro rata

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

Pension Contribution: 6%

Hours of work: 18 hours per week (worked over 2 ½ days a week)

Holiday hours: 18.5 days per annum (includes public holidays)

Probationary period: three months. **Notice period:** one month.

Application Process

Please download an application form, complete and return by **Friday 31st January 2020**.

Please note that **interviews will be on Monday 10th February 2020 between the hours of 10am and 3pm** in Jedburgh Grammar School (venue TBC). Candidates being invited for an interview will be notified by **Wednesday 5th February 2020** as they will be asked to give a short presentation.

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

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

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 Friday 31st January 2020 at 12noon.

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