



Cassiltoun Housing Association Volunteer Development Worker Fixed Term to 31st March 2023 Candidate Information Pack





Thank you for your interest in our vacant position of Volunteer Development Worker.

This file contains all of the information you will need to apply for the post:-

- General information regarding the Association
- Our job advert which can also be found in Employers in Voluntary Housing's website and Good Moves
- The Job Description and Person Specification
- A brief summary of the Terms and Conditions of the post
- Staff structure

The Association's staff structure appears as a separate file.

The job application form is available as a separate Microsoft Word file which you may complete electronically.

Please note the closing date for applications is **Wednesday 21st October 2020 at 12 noon**. We will not accept any applications received beyond this time.

Shortlisting: Friday 23rd October 2020

Interview Date: Thursday 29th October 2020

If you require further information regarding the Association or the position advertised, please do not hesitate in contact myself directly.

Thank you.

Paula Brownlie
Corporate Services Manager

Telephone: 0141 631 5207

Email: paula.brownlie@cassiltoun.org.uk



1. *Background*

- 1.1 The Community Team has grown through various funding streams including, People and Communities Fund, The Community Fund (previously known as Big Lottery), Forestry Commission Scotland, and with support from Cassiltoun Housing Association.
- 1.2 The vacancy has arisen as The Community Team's projects are growing and diversifying, for which they require an additional member to support their aspirations.
- 1.3 Cassiltoun Housing Association was formed in 1984 and is a Registered Charitable Organisation which operates within a Group Structure
- 1.4 The Association owns 1,000 tenanted units and factors 150 owners and is currently embarking on a development programme to build between 40 – 150 new homes in the next 5 years.
- 1.5 The Association has 3 sub-committees:
 - Audit
 - Staffing
 - Regeneration
- 1.6 The Association and its subsidiaries are social enterprises and are actively involved in the regeneration of the local area. This includes: employment programmes, social inclusion initiatives, environmental initiatives and projects to improve education and health outcomes.
- 1.7 The Association operates from our offices at the multi-award winning Castlemilk Stables which was fully refurbished in 2007 at a cost of £4.5 million.

2. *Staffing*

- 2.1 The Association's current staffing structure involves 30 staff deployed as follows:
 - CEO
 - Senior Management Team –
 - Director of Finance & IT
 - Director of Operations
 - Corporate Services Manager
 - Operations Team (incorporating Housing Services, Property Services and Advice Team)
 - Finance Team
 - Corporate Services Team
 - Community Team



Cassiltoun are committed to regenerating our community not only through first class housing and environmental services but by our wider regeneration work which includes activities such as welfare advice, employability and training, Castlemilk Park, children's projects and community health projects. We also work closely with our subsidiary companies and in partnership with other organisations and agencies.

Cassiltoun Housing Association are looking to recruit an experienced, motivated and enthusiastic individual for an opportunity which has arisen in our Communities Team.

Volunteer Development Worker Fixed Term until 31 st March 2023	CHA Grade 4, PA9 – PA12 £ 21,380 - £24,162
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You are required to have an understanding and experience of volunteer development, be passionate about an asset-based approach, meaningful participation and ensuring projects are community-led. As a varied role, you will utilise the training offered to fill any gaps in your skillset and be responsible for your own learning and development. You will be comfortable in a range of environments, including; outdoors, professional meetings, groups, busy events, and with all age groups. You are required to have experience in collating information, producing it in a written format, and are able and enthusiastic to learn multiple creative formats. You will work with the Community Team to ensure Castlemilk Park flourishes as a local greenspace and site for upskilling and community learning, co-design opportunities in response to aspirations, and ensure that the voices of our tenants and residents are at the heart of what is delivered across the Cassiltoun Group. Working in a fast-paced environment you will be energised by the range of diverse projects we deliver and be involved in all stages of ongoing project development and delivery. An innovative thinker, you will be creative in your delivery and consistently encourage involvement and participation.

Closing Date: Wednesday 21st October 2020 at 12 noon

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Interview Date: Thursday 29th October 2020

To request an application pack (CVs are not accepted), please contact the Association's office on 0141 634 2673 or by email: recruitment@cassiltoun.org.uk or alternatively visit the recruitment section of the Association's website: <https://www.cassiltoun.org.uk/recruitment/>

Cassiltoun Housing Association is striving towards equal opportunities for all.



JOB DESCRIPTION

Job Title	Volunteer Development Worker (Fixed Term until 31 st March 2023)	Department	Community Team
Reporting To	Community Team Co-ordinator	Grade	Grade 4, PA9 – PA12 £ 21,380 - £24,162
Post Number		Date	October 2020

Job Purpose

Funded by the Glasgow City Council Community Fund, The Volunteer Development Worker will:

- build on the positive outcomes from our current Volunteer Development Project to continue and develop this multi-layered programme that has an individualised approach to training, development, and aspirations and is accessible to those who have varying start points with regards to participation
- work with the Community Team and across departments to enhance current decision-making and scrutiny platforms
- thread together the current volunteer opportunities available into one overarching project for a more cohesive and efficient response to aspirations and need
- ultimately increase and widen access to opportunities to; improve health and wellbeing; share and increase skills, capacity, and confidence; contribute toward tackling social isolation; support those furthest removed from work readiness; and widen engagement across multiple decision-making platforms

Deliver excellent services to the Board of Management, staff and customers and maintain a high level of confidentiality and discretion with regards to all information complying with legal and regulatory duties in these areas.

Accountability

The role is part of the Community Team, reporting to the Community Team Co-ordinator.

Key Responsibilities

As a member of the Cassiltoun Staff Team you will play a full role in the implementation and achievement of the Association's strategic/operational objectives and vision of being a leader in providing excellent regeneration services.

Volunteer Development

Volunteer management including co-ordinating and supporting current volunteers, recruiting new volunteers, managing inductions, and keeping a record of volunteer hours and other relevant statistics.

Co-produce and deliver a volunteer programme that threads together the numerous ways that people can volunteer with Cassiltoun alongside creating new opportunities.

Continue to create an environment where local skills are valued, nurtured and an asset-based approach is at the core of delivery

Design and deliver a calendar of woodland volunteer sessions

Design creative ways to capture volunteers' experiences and provide opportunities for their voices to be heard.

Work alongside community members to develop their own solutions to local issues

Collate data required for monitoring and evaluation and contribute toward reports.

Participation and Community Engagement

Widen tenant and resident participation and promote awareness of opportunities across the Cassiltoun Group

Use best practice for community engagement

Assist the Community Team in identifying the needs and aspirations of local people as a basis for project development

Liaise with the community and other bodies to build partnerships, enhance capacity building, and provide a collective response to local aspirations.

Be involved in all aspects of event and activity delivery, as and when required.

Be involved in designing, developing, and completing consultation activities

Other

Contribute to and enhance effective team working.

Manage a busy timetable of critical dates, for example, funding application deadlines, monitoring returns, and publications.

Keep detailed records of, for example, budget expenditure, participation, project memberships.

Deal with day to day enquiries (bookings, phone, email, letters etc).

Organise own workload with prescribed limits.

Work flexibly within the remit of the service including working from home

Enhance the use of digital media as a promotional and engagement tool

Contribute toward regular newsletters, marketing/PR of events & activities ie posters, social media, press releases, and publications

Value for Money

Work in an efficient manner that delivers value for money for the Cassiltoun Group, our tenants and stakeholders.

Identify efficiencies and communicate them to your line manager.

Cassiltoun's Values

Understand and uphold the Association Values.

Procurement

Understand and comply with best practise in procurement of goods and services and adhere to the Associations Procurement policy.

Other Tasks/Activities

Health & Safety

- Understand your responsibilities as an employee under Health & Safety legislation
- Comply with the Association's Health & Safety policies and relevant legislation.
- Ensure that all company activities are discharged in a safe manner, minimizing risk at all times.

Training

- Be responsible for identifying your own training requirements in relation to the role and proactively seek ways to improve your own knowledge and skills;
- To attend training and personal development courses as and when required by the Association;
- Understand your own responsibilities under the ICT User policy
- Maximize the use of ICT facilities and technology initiatives and contribute to their development where appropriate

Equality & Diversity

- Observe and promote the Association's Equality & Diversity policy at all times.
- Comply with the Association's Equality & Diversity policy and relevant legislation.

Sustainability

- Assist in the company's aim to reduce the negative impact of services on the environment by considering the sustainability of activities and resources employed

Other

- To abide by the Association's Complaints Policy, GDPR and other relevant policies as appropriate

- To attend meetings out-with normal working hours, as and when required;
- To carry out any other duties which may be reasonably requested by your line manager and undertake any other duties subsequently allocated by the Association's management;
- The duties of the post will be reviewed and modified in line with the exigencies of the service

Person Specification

Job Title	Volunteer Development Worker (Fixed Term until 31 st March 2023)	Department	Community Team
Reporting To	Community Co-ordinator	Grade	Grade 4, PA9 – PA12 £ 21,380 - £24,162
Post Number		Date	October 2020

Category	Essential	Desirable
Qualifications	<p>HNC in Community Development, Community Education or other relevant discipline</p> <p><i>And/Or</i></p> <p>HNC in Wildlife and Conservation Management or other relevant discipline</p>	First Aid qualification
Experience/Knowledge	<p>A minimum of 2 years' experience of working with the public, and varied client groups.</p> <p>Experience of working with volunteers.</p> <p>Experience of designing and delivering community-based learning</p> <p>Experience of gathering relevant information for monitoring, evaluating and to inform ongoing development of the project.</p> <p>Knowledge of tenant and wider participation</p> <p>Good working knowledge of health & safety relating to outdoor activities and usage of tools</p>	<p>Experience of working within a budget</p> <p>Strong knowledge of a Community Development Approach</p>

Skills and Abilities	<p>Ability and experience of working in an outdoor setting across all seasons</p> <p>Excellent at multi-tasking and organising workloads to achieve priorities and objectives.</p> <p>Good interpersonal and mediating skills.</p> <p>Highly flexible, adaptable and able to work under pressure.</p>	
Personal Qualities	<p>Outgoing and engaging with a sense of humour and positive approach to work</p> <p>Self-motivated, confident and committed to own personal development.</p> <p>Promote diversity and equality when working with colleagues and members of the public</p>	Full clean driving license
Other Requirements	<p>Willingness to work occasional evenings and weekends</p> <p>Ability to work from home</p>	



Volunteer Development Worker
(Fixed Term until 31st March 2023)
Summary Terms of Conditions

Location	59 Machrie Road, Glasgow G45 0AZ
Standard Hours of Work	35 hours per week, to be worked flexibly in conjunction with the service
Grade & Salary	Grade 4, PA9 – PA12 £ 21,380 - £24,162
Payment Method	Paid on the last Thursday of each month by the BACS system into your bank account
Annual Leave	27 days per annum
Public Holidays	15 public holidays
Notice Period	One month written notice by either side
Pension	The Association currently offers a contributory pension scheme