



JOB DESCRIPTION: SKILLS DEVELOPMENT COORDINATOR

JOB TITLE: Skills Development Coordinator

PROJECT: Skills Development Project

REPORTS TO: Community Development Manager

RESPONSIBLE FOR: Volunteers, participants, and sessional workers

PLACE OF WORK: Bridgend Farmhouse, 41 Old Dalkeith Road, Edinburgh EH16 4TE

HOURS OF WORK: 35 hours a week (normally Monday to Friday, with some weekend work required – approximately once a month, plus occasional events)

SALARY: £24,000 per annum

PENSION: 4% employer contribution (conditions apply)

HOLIDAYS: 25 days of annual leave and 9 public holidays (pro-rata)

CONTRACT: Fixed term 6.5 months (possible extension dependent on funding)

About Bridgend Farmhouse

Bridgend Farmhouse is an award winning community benefit society with charitable status based in South East Edinburgh. Our mission is learning, working, and growing together to develop a flourishing community and place. Following a successful campaign to gain community ownership of the land, the community project renovated and extended the 18th century farm steading and now runs a thriving community hub where people meet to carry out creative, physical, and purposeful activities and to share their skills and knowledge with others. We work to address social inequalities, reduce isolation and loneliness, strengthen community involvement, build local resilience, develop environmental education and stewardship, and support people to be active agents in their life. Our members are our 400+ Community Shareholders, and we are led by our Board of Trustees who are elected from our membership and are predominantly local people. We work with a sociocratic model of sub-groups and Volunteers' Forum to inform and influence decisions at all levels of the organisation.

Purpose and overview of the post

This post has been created to support disadvantaged young people (aged 16 to 25) and socially isolated adults in our community of benefit to have better life chances. The post is supported by funding from the Robertson Trust, the Gannochy Trust, and the Children's Lottery Chance to Succeed. Our community of benefit can be seen here: <https://bit.ly/37hxdgS>

The Skills Development Coordinator will provide bespoke support to individuals from the target groups to develop practical, social, emotional, literacy, and/or creative skills that enable them to play their part in a connected and inclusive community. The post holder will coordinate and develop learning, training, and volunteering opportunities with participants according to individual needs and goals. Participants will be supported to engage with and make the most of activities at Bridgend Farmhouse and appropriate opportunities elsewhere. Work will be divided equally between the two target groups – disadvantaged 16-25 year olds and socially isolated adults.

Main responsibilities

- Identify, recruit, and work with disadvantaged young people aged 16-25 and socially isolated adults from across the local community.
- Develop and maintain working relationships with external partners, including referring agencies such as secondary schools and Skills Development Scotland, and develop appropriate referral and information sharing systems.
- Support target groups to become involved in Bridgend Farmhouse activities by developing a welcoming and inclusive programme for volunteers and participants: design and deliver volunteer induction; support individuals to design structured volunteering opportunities; encourage peer-led group working, learning activities, and opportunities for skills exchange; recruit and supervise sessional workers in delivering skills development projects.
- Meet regularly with participants, as individuals and as groups, to gather feedback on progress, provide guidance, and encourage ideas about future activities.
- Support participants to gain accreditation and/or recognition of achievements and to access external resources that help develop their skills and personal development.
- Develop and manage an administrative system for managing individuals' participation. Develop and maintain an evidence base for tracking individuals' progress. Track and work within budget. Gather regular evaluations, case studies, and feedback. Prepare reports for funders.
- Be familiar with and implement Bridgend Farmhouse policies and procedures, including safeguarding, equal opportunities, health and safety, our underlying values, and sociocratic decision making structures. Ensure the safety and wellbeing of volunteers and participants at all times.
- Work with Bridgend Farmhouse volunteers to run a regular Volunteers' Forum and participate in collective decision making structures within the organisation.

- Be prepared to work occasional evenings or weekends in response to organisational needs.
- Undertake other duties as may be reasonably required by the Community Development Manager.

Person Specification

Essential experience and skills

1. Qualification in community education, community development, or extensive community development or skills development experience.
2. Recruiting, supervising, and working with volunteers.
3. Supervising and supporting sessional workers.
4. Experience of facilitating the delivery of nationally recognised qualifications, either directly or working in partnership with an external provider.
5. Experience of working with people in a peer-led setting or model.
6. Experience of working with young people in an informal education setting.
7. Building and sustaining strong working relationships with diverse stakeholders.
8. Conducting monitoring and evaluation.
9. Self-motivated and able to plan, prioritise, and administer own work.
Confident user of Microsoft applications and social media platforms.

Desirable experience and skills

1. Experience of sociocratic or collective decision making structures with volunteer/member-led groups.
2. Knowledge of and connections with our local area and communities.
3. Experience of project and budget management.
4. Experience of following data protection requirements.
5. Understanding of outcomes-based approaches.
6. Digital skills to create visual literature (leaflets, fliers, etc.) and digital evaluation.

Disclosure (PVG) requirements

The appointment is subject to Bridgend Farmhouse being satisfied that the candidate meets the requirements of the Protection of Vulnerable Groups (Scotland) Act 2007.

Bridgend Farmhouse, April 2021