



Project Officer (Older People)

Hours: Part-time (15 hours per week – flexible on days/hours worked)

Contract: Permanent

Salary: £21,000 per annum (pro-rata)

Location: Initially working from home with some visits to our office at Tynecastle Park, Edinburgh EH11 2NL. When possible, your base will be at Tynecastle Park.

Closing date: 28th May 2021, 12 noon

Start date: June/July 2021 (flexible)

ORGANISATION PROFILE

Big Hearts Community Trust is an award-winning charity based at Tynecastle Park, the home of Heart of Midlothian Football Club in the West of Edinburgh.

Since 2015, our ambitious organisation is committed to changing lives through the power of football, using the reach of the Club's badge to support groups most in need across the community.

Through close partnerships with local organisations and football supporters, Big Hearts is able to build and run free family programmes at the Stadium throughout the year.

In 2020 amidst the Covid-19 pandemic, our charity of 9 staff members engaged with over 8,000 adults and children, with the help from 250 dedicated volunteers.

Big Hearts Community Trust is considered to be one of the leading football charities in Scotland, recognised for the high standard of support and positive social impact in Edinburgh. In the summer of 2021, we will announce a new strategic direction which will shape our future activity for the next three years.

ROLE AND MISSIONS

Job purpose

The aim of this role is to lead on our work to support isolated older people across Edinburgh, with a focus on South West Edinburgh and the Gorgie / Dalry area.

This role will involve coordinating our Football & Edinburgh Memories work, which is a reminiscence based social history project aiming to bring together isolated older people, and those with dementia, to have conversations and make social connections.



Throughout most of 2020 and 2021 our reminiscence work has been restricted to 'Memories at Home' packs, created by Big Hearts, then posted to around 200 older people every two weeks. Part of this role will involve taking on this forward in some capacity.

When restrictions allow, part of the role will involve designing weekly face to face sessions, and creating content to spark conversations, as well as speaking to participants and supporting them individually where necessary. The role will also involve growing and expanding our work, including organising group trips, outreach to care homes and working closely with our Volunteer Development Officer to support volunteers who wish to contribute to this area of work.

On top of this, there will be scope to research and develop new initiatives and explore partnerships which will benefit our work, as well as the wellbeing of older people.

Finally, the role will also include organising events, particularly around Christmas & Christmas Day, which can bring people together who may otherwise be isolated.

This is the perfect role for someone who has experience within the charity sector, and particularly with experience of working with older people, who wants the opportunity to develop projects to increase social connections.

Key responsibilities

- Be the main point of contact for all participants in our Football & Edinburgh Memories, and other social history, reminiscence and older people based work.
- Organise weekly, themed Football & Edinburgh Memories sessions, and take forward the development of 'Memories at Home'.
- Coordinate events for older people, as well as group trips to places of interest.
- Lead internal and external meetings related to Big Hearts' Football & Edinburgh Memories work, and our other social history, reminiscence work and older people based work.
- Maintain productive working relationships with partners and stakeholders. You will be expected to gain new referrals, as well as being able to signpost on to other services.
- Develop and try new ideas to increase the number of older people we are able to support.
- Identify, assess and control health and safety risks.

- Manage project administration, planning, monitoring and reporting.
- Lead on annually evaluating our older people work for continual improvement.
- Report to the Operations Manager about project activities.

Support & development

- One to one support from the Operations Manager.
- Access to training opportunities in line with identified needs.

PERSON SPECIFICATIONS

Experience	<i>Essential</i>	<i>Desirable</i>
Experience of working with older people in social settings	x	
An understanding of the charity sector, especially within the Edinburgh area		x
Experience of working on reminiscence or social history projects		x
Experience of coordinating projects to a high standard	x	
Experience of working with people who have dementia		x
Knowledge	<i>Essential</i>	<i>Desirable</i>
Knowledge of the tools available to support isolated older people and those with dementia	x	
Awareness of mental health, poverty and social isolation		x
Interest in the charity sector and / or football in Scotland		x
Knowledge of Heart of Midlothian and their history, as well as Edinburgh's social history		x

Skills	<i>Essential</i>	<i>Desirable</i>
Creative mindset contributing to new and innovative ideas	x	



Excellent written communication skills	x	
Able to create engaging resources	x	
Ability to use initiative and prioritise own workload	x	
An eye for detail and the ability to work accurately	x	
Strong interpersonal skills and working as part of a team	x	
Comfortable and thoughtful in engaging with people from challenging backgrounds		x

ADDITIONAL INFORMATION

- Working hours will include some weekends and evenings when required.
- This position is subject to PVG checks and associated disclosure.
- Two satisfactory references will be requested upon any offer of employment.

HOW TO APPLY

Please email your CV and cover letter to recruitment@bighearts.org.uk, explaining how your skills and experience make you a good fit for this role.

The deadline for applications is 12 noon on Friday 28 May 2021.

Interviews for shortlisted candidates will take place on 3rd or 4th June 2021, most likely via Zoom.

If you have any questions about the role or the recruitment process: please email Innes Shirreff, Operations Manager at recruitment@bighearts.org.uk.

Big Hearts is committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, sexual orientation, race and religion or belief.