Scottish Older People's Assembly

Age-friendly Communities Development Worker

Job Description and Person Specification

1. Introduction

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 60 member organisations and its work is overseen by a Board of Trustees.

2. Overview

This is a new role with primary responsibility for delivering the Age-friendly Communities Scotland Network project for the Scottish Older People's Assembly and partners. You will be an individual who has:

- relevant experience in successful project development
- knowledge and understanding of the policy areas associated with Older People and equalities
- enthusiasm for working collaboratively
- an adaptable, problem-solving and creative outlook.

Hours: The role will be a part-time, fixed-term appointment for 1 year, 18 hours per week, with the possibility of extending the project after the first year. The post is flexible and working hours are negotiable.

Salary: £30,000 pro rata, £15,000 for 2.5 days (18 hours) per week.

Reporting: The position will report to the SOPA Coordinator and Trustees.

Location: SOPA's registered office is at the Eric Liddell Centre, 15 Morningside Road, Edinburgh EH10 4DP, but SOPA no longer has an office based there. The majority of the role will be carried out remotely, so the worker will need to have suitable space to work from home or organise their own working environment. As restrictions ease, SOPA hopes to return to more face-to-face meetings and events, using technology to allow people to also attend virtually. The worker will need to be able to travel throughout Scotland for meetings and events, estimated to be no more than 12 per year.

3. Purpose, aims and objectives of role

As a new project, the postholder will have an exciting opportunity to highlight and develop the Age-friendly Communities concept in Scotland. The postholder will benefit from the support of partners,

who share in the desire to see Age-friendly Communities grow in Scotland. SOPA will bring together interested partners with a view to the established an Age-friendly Communities Scotland Network advisory group. The advisory group will assist in scoping out what the Scotland Network might look like in future, support sustainable growth and advise on external opportunities.

Aim: to increase the number of areas in Scotland working towards Age-friendly Communities status by establishing a Scotland Network and system of support.

Objectives: by the end of the first year, the project will have:
- held an introductory, cross-sectoral Age-friendly Communities Scotland Network meeting
- identified at least three areas in Scotland on the Age-friendly journey and engaged with them to identify needs, challenges and opportunities
- created a set of support resources tailored to the Scottish context
- shared information through presentations at least 3 events including SOPA's Annual Assembly
- created a bespoke opportunity for Older People's Champions to increase their knowledge and understanding of the Age-friendly Communities
- created a medium-long term plan for sustainability of the Scotland network and worked with the advisory group to begin to implement it.

4. Key responsibilities and duties

- Participate in the UK Age-friendly Communities Network, playing an active role and making a positive contribution to the network
- Identify potential partners in Scotland and develop and sustain constructive relationships; support clarity in partner roles and relationships to achieve the project aim
- Organise and facilitate meetings of the advisory group and Scotland Network meetings as they develop
- Identify opportunities for presentations and discussion around Age-friendly Communities
- Develop and adapt resources for Scotland
- Identify alignment with the Scottish policy context and the opportunities that might bring
- Find new ways to share the learning from Age-friendly Communities in Scotland
- Bring Older People's voices to the fore, using creative and participatory approaches
- Support a human rights-based approach in all aspects of the project
- Identify those local authorities in Scotland at early stages of interest in becoming Age-friendly Communities (currently three in contact with SOPA)
- Agree support plans with local authorities in Scotland at early stages of interest in becoming Age-friendly Communities
- Document process and progress with a view to creating active Case Studies
- Gathering information and feedback for evaluation purposes and to inform development of the project
- Manage a small budget

- Assist when required with the identification of further funding opportunities (including pro bono and in-kind support) and applications
- Assist the SOPA Trustees with strategic and planning activities
- Attend Trustee and Planning Group members meetings as required (some meetings will continue to be held virtually)
- Travel to meetings and events in agreement with Trustees
- Other development and management tasks as agreed with the Trustees
- Adherence to the SOPA policies

5. Person specification

Criteria	Essential	Desirable	How identified & assessed
Knowledge / skills			
Good understanding of local government and public, voluntary sector context and policy environment	x		Application & interview
Excellent verbal and written communication and personal influencing skills, including presentations	x		Application & interview
Familiarity with Scottish Government policy and strategies in the area of Older People and equalities.	x		Application & interview
Knowledge of Age-friendly Communities and the WHO Age-friendly Cities Framework		x	Application & interview
Strategic thinking and ability to spot and assess 'good practice', innovation and opportunities for connection and impact	x		Interview
Excellent project management, organisational and prioritisation skills	x		Application & interview
Understanding of how evidence and learning can promote local change and impact	x		Interview
Experience			
Experience of managing and facilitating workshops and events	x		Application & interview
Experience of building and supporting a network, community of practice, learning group or similar		x	Application & interview
Experience of producing guidance materials, learning resources or other communications for learning	x		Application & interview

Experience of managing and facilitating online activities and communication platforms		x	Application
Personal qualities			
Commitment to SOPA's mission and values	x		Application & interview
Organised and efficient	x		Application / Interview
Collaborative and able to build effective relationships with a wide range of people	x		Application & interview
Versatile and flexible; comfortable working independently and on a range of issues	x		Interview
A demonstrable commitment to Equality, Diversity and Inclusion	x		Interview
Competencies			
Being citizen- and charity-focused	x		Application & interview
Working effectively with others	x		Application & interview
Dealing positively with change	x		Application & interview
Taking personal responsibility	x		Application & interview
Communicating effectively	x		Application & interview
Planning and decision making to achieve results	x		Application & interview
Demonstrating a commitment to quality	x		Application & interview
Strategic vision - keeping an eye on the bigger picture and looking ahead.	x		Application & interview
Other			
Good IT skills, including how they relate to flexible and remote working.	x		Application and interview
Able and willing to travel to activities and meetings across Scotland and elsewhere, as appropriate		x	Application

6. About SOPA

Our Vision
A Scotland where older people are recognised as a vital part of our society with opinions, thoughts, ideas and solutions to help create an equal and socially just society.

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

Four ways SOPA works to achieve its aims
- Bringing older people together: SOPA delivers an annual Assembly, parliamentary receptions, events, outreach and consultations
- Campaigning: SOPA campaigns against stereotyping of older people, takes up issues of concern to members and supports the campaigns of partner organisations
- Supporting research: SOPA partners with universities, academics and research bodies
- Being at the table: SOPA is a member of the Older People's Strategic Action Forum (OPSAF), Cross Party groups, the Age-friendly Communities UK Network and Unforgotten Forces Consortium

SOPA Objectives 2020-23
1. To give a strong voice to older people so that policy-makers at every level of government in Scotland hear the voices of older people and act on what they hear.
2. To celebrate the positive contribution older people make to communities and society.
3. To tackle ageism in all its forms.
4. To contribute to and support research which increases knowledge about the lives of Older People in Scotland.
5. To promote the appointment of an Older People's Champion in every local authority in Scotland.
6. To increase SOPA's capacity and ensure a sustainable organisational structure.

See SOPA's three-year plan for more detail on actions to achieve these objectives.