



Scottish Older People's Assembly

Project 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 which will provide SOPA with increased capacity to deliver its aims and objectives as set out in our three-year plan.

The focus for the role will be to lead the development of at least three thematic workstreams on issues of importance to older people. You will be an individual who has:

- relevant experience in engagement and campaigning
- 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 can be carried out remotely, so the Project Worker will need to have suitable space to work from home or organise their own location. As restrictions ease, SOPA hopes to return to more face-to-face meetings and events, using technology to allow people to also attend virtually. SOPA meetings are held around 4 times a year, alternating between Edinburgh and Glasgow. Outreach events will also be arranged around 2-3 times per year which could be anywhere in Scotland.

3. Key responsibilities and duties

The Project Worker will lead the development of at least three workstreams (one is already established). Workstreams are topics SOPA members have identified as priorities they want to focus on. Each workstream will have a chair and members drawn from SOPA Trustees and membership. Key tasks will involve:

- Supporting the workstream chair and group members by arranging meetings (predominately via Zoom, with options for in person meetings in the future)
- Supporting each group to set objectives and actions on a particular theme (a health and wellbeing group has been established for 6 months, other themes suggested include housing, money and employment, transport and connectivity)
- Provide practical assistance eg setting up surveys, focus groups, using social media or other ways to gather the views of members and their wider networks
- Undertaking research, sharing links to relevant information and events
- Analysing the results of engagement, writing reports and communicating to the workstream groups and wider SOPA networks via a range of channels
- Developing campaigns and influencing decision-makers based on the findings of the work.

The Project Worker will also support the Coordinator to deliver SOPA's work plan, which includes:

- Plan, support and deliver out-reach events (on-line and in person)
- Plan, deliver and report on the SOPA Annual Parliamentary Assembly
- Arrange and participate in SOPA Planning and Trustees meeting (4 per year)
- Participate in and contribute to key government, parliament and partner meetings
- Respond to consultations on issues of concern to older people on behalf of SOPA
- Facilitate working groups and discussions to assist policy makers
- Manage SOPA membership, actively recruiting organisations that represent marginalised older people and Older People's Champions from within Local Authorities
- Produce and circulate an electronic newsletter to 1000+ recipients on mailing list (3-4 per year)
- Update website and social media with key information and SOPA news
- Provide performance reports for main funders (2 per year)
- Support future funding arrangements, including writing and input to funding bids
- Maintain an overview of SOPA budget and assist in reporting to Trustees
- Recruit and support volunteers to support the work of the charity if required
- Any other tasks required to support the work of the charity

4. 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
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
Understand financial viability and budget management	x		Application & interview
Experience			
Experience of managing and facilitating workshops and events	x		Application & interview
Experience of working with a charity or public sector body at a strategic level		x	Application & interview
Experience of planning, delivery, monitoring, evaluation and reporting	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.