

West Lothian 50+ Network – Development Officer

Job Description and Person Specification



Charity – West Lothian 50+ Network

Role – Development Officer

Reports to – Manager

Hours – 20-22 hours per week by arrangement. The position by its nature requires flexible working, including some evening or weekend working.

Salary – £11 per hour

Location – Office based in Bathgate. Some travelling within West Lothian will be required. Own transport is essential and a travel allowance will be paid in line with HMRC recommended rates.

West Lothian 50+ has ambitious plans to increase the scope, membership and activities of the charity over the next 5 years. We are looking for a self-motivated individual to help the Charity to achieve these goals. The Development Officer will lead on developing and building on relationships with local groups and organisations to increase awareness of the Network and to increase the numbers of who we support. They will work with members, staff and team leaders with ideas for new activities and groups; working with the fundraiser to establish costs and funding that is required for these and then establishing these new activities.

Role is subject to securing funding. Funding is secured until March-23. Position will be reviewed late 2022 and funding sought to sustain post, subject to successful delivery of outcomes agreed with Board and Funders.

The West Lothian 50+ Network (WL50+) has been supporting people in West Lothian over the age of 50 for over 25 years. The organisation has around 500 members. The charity has monthly member meetings; social evenings and events; holidays; monthly day trips; and over 60 special interest groups including walking, singing, bowling, quilting, genealogy, French, theatre, mah-jong, cycling, bridge and Tai Chi.

WL50+ is overseen by a Committee of volunteers elected from the membership. The wide range of special interest groups are run by members for members drawing on their extensive skills, experience and interests. The staff are based at the WL50+ Hub in Bathgate, which is also a space for members to meet.

The aims of WL50+ include:

- to develop social, educational and recreational opportunities to help over 50's remain fit and healthy in mind and body whilst combatting social isolation;
- to educate through links with 50+ groups;
- to encourage the development of links between organisations in West Lothian that can further these aims.

The Role

- Support Manager and Management Committee towards achieving the charity's goals.
- Lead on activities to increase the number of members the charity supports
- Develop new interest groups following consultation with members
- Lead activities to meet the agreed outcomes and activities agreed with funders supporting this position.
- Network with local organisations, groups, charities and relevant members of the community to raise the profile of the West Lothian 50+ Network and identify and develop opportunities to work together
- Identify new partners to refer our members to for support / to refer older people to join the network.

- Prepare and give presentations
- Collaborate with the fundraiser eg provide costings for activities and resources needing funding
- To assist in finding suitable venues to hold groups and activities.
- To advise and assist Group Leaders in developing their group and establishing new groups.
- Reporting – prepare and submit reports to the Board and support the completion of reports to Funders
- Deputise for the Safeguarding Officer for the Network
- Attend some of the Members Monthly meetings which are held on a Saturday morning.

Person Specification

- Strong verbal and written communication skills with excellent attention to detail
- Excellent people, communication and presentational skills
- Ability to work on own, a self-starter
- Ability to work flexibly with the rest of the team
- An understanding of the challenges faced by older people
- Good knowledge of West Lothian
- Excellent organisational skills
- Experience of working with volunteers
- Good social media skills and managing Websites.
- A sense of humour
- Excellent IT skills including Microsoft suite
- Full driving licence and access to vehicle.
- Flexibility
- Experience of Safeguarding regulations.