

ROLE DESCRIPTION

Development Worker (Outreach) 16 hours

Accountable to: Manager

Purpose of the role:

The aim of this newly devised post at STAR Project is to help take the organisation and its people forward, by developing and supporting both existing and new projects.

Main duties and responsibilities:

Plan and deliver creative and engaging consultation events and activities, to understand and gather information from a diverse range of people on local needs and issues.

Support local people to lead on community projects and the development and delivery of new groups, services, or activities to meet needs or improve services in the community.

Support development of Paisley Men's Shed and its members, to build their capacity and work towards becoming an independent constituted group.

Support development of Chin Up and its members, to build capacity through a programme of activity that improves male mental health and reduces stigma.

Facilitate Chin Up's weekly support group sessions.

Proactively build partnerships, relationships and awareness of STAR Project through networking that will benefit the main purposes.

Collect, analyse, and report on feedback in order to continually improve delivery.

Gather data and information continuously and comprehensively from multiple sources, utilising a variety of methods to accurately inform report writing, capture case studies and support recommendations for change with the wider team.

Identify and develop opportunities for STAR Project to raise its profile among key target audiences.

Undertake quality proactive and reactive media work for Outreach activities, including on Facebook, Twitter, and Instagram, working with group members and the STAR team to maximise usage and content.

Working approach:

We require the successful candidate to contribute to - and benefit from - our shared, collaborative and team-spirited ways of working.

- Be a reflective practitioner and engage with personal/professional development through training, support and supervision, and other development opportunities.
- Collaborate with the Project team to provide regular and effective group/individual support, supervision and development opportunities for STAR's overall volunteer pool.
- To work effectively as a part of the Project Team, under the line management of the Manager and the overall authority of the Chief Executive and Board of Trustees.
- Respect and follow all STAR Project policies and procedures.
- Be open to responding to any other reasonable duties that arise in support of the Project and colleagues, as outlined by STAR Project's management team.

Person Specification:

Requirement	Essential	Desirable
Previous Experience	<p>Comprehensive knowledge of the principles of community development and the voluntary sector</p> <p>Success in delivering community development projects which have been led by the community and have resulted in meaningful change</p> <p>Experience of setting up creative and appealing events and activities and engaging widely in the community</p> <p>Working effectively and creatively 1-2-1 and with groups</p> <p>An understanding of local and national policy which impacts communities, particularly those who are most vulnerable or most severely affected</p> <p>Training in a related field such as attachment, working with communities, creative facilitation etc.</p> <p>Basic, consistent monitoring and evaluation</p> <p>Presentations and report writing</p> <p>Effective use of social media</p>	<p>Working/living in an area of social deprivation</p> <p>Collaborative working and networking</p> <p>Effective consultation with community members and volunteers</p> <p>Managing volunteers</p> <p>Fundraising</p> <p>A variety of training/learning around group dynamics/group-work, play, creativity</p> <p>Counselling skills</p>

	Effective partnership development Child Protection, Vulnerable Adults	
Skills and personal qualities	<p>Relevant Degree/Diploma in community development or education, psychology, social work, health, etc or equivalent (or working towards completion)</p> <p>Ability to relate successfully, build positive, supportive relationships, and having an awareness and understanding of psychological safety</p> <p>Excellent communication skills</p> <p>Group work & facilitation skills</p> <p>Organisational abilities, presentational skills and record keeping</p> <p>Excellent IT skills</p> <p>Excellent reflective ability and self-awareness</p> <p>Creative thinking and flexibility</p> <p>Self-motivation & ability to use initiative</p> <p>Ability to energise others</p> <p>Being a thoughtful, accountable team-worker</p>	<p>Effective consultation with community members and volunteers</p> <p>Experience providing advice/signposting to services</p> <p>Ability to speak and present confidently to various audiences</p>

Salary:

£24,665 pro rata (£11,275-16 hours)

An additional 4% pension contribution to a stakeholder scheme or appropriate equivalent. 5 weeks annual leave entitlement (of usual working week) plus public holidays.

This post is funded for an initial period of 1 year and is subject to a pay increase in November. Please also note that appointment to this post will be subject to receipt of a satisfactory PVG record and references.

If you have not received a response to your application by at least 2 days before the advertised interview date, you can assume that your application has been unsuccessful.

STAR Project is a registered Scottish Charity (No. SC028133). Company No. 201464

Chief Executive: Sharon McAulay

Chairperson: Joe Ferrie