**LINKnet Recruitment 2022**

**Job description for the post of development officer for Mentoring and Training in Edinburgh project**

**Post:  Development Officer**

**Salary: £24,000.00 per annum**

**Hours: 21 hours per week (Part-Time, Pro-rata)**

**Term: This is a three-year project**

LINKnet Mentoring Limited is based in Edinburgh and provides mentoring support to minority ethnic people on career, education and personal development as its core service.

The holder of the development officer’s post of this project will be responsible for some developmental and some admin aspects of the project sponsored by the City of Edinburgh Council

The post holder will be directly responsible to the LINKnet Director but will be supervised by the Development Team Coordinator. The post holder must interact with LINKnet employees and volunteers as well as with employers, volunteers and clients from other related charities and community organisations on a regular basis.

**Main duties and responsibilities of the post**

**The following are annual targets**

1. To do outreach work to consult and network with public, private and voluntary sector organisations and individuals and engage in other promotional activities to recruit 22 to 25 mentors for the project and train them
2. To identify 22-25 mentees from minority ethnic communities and induct them
3. To make 22-25 mentoring pairs
4. To identify complementary support services and negotiate with them on behalf of the service users
5. To manage, monitor and evaluate progress of the service pairs
6. To record details of the service pairs both electronically and manually
7. To handle project admin duties
8. To take part in team meetings and all other relevant activities of the organisation
9. To be available for evening and weekend work when required
10. To undertake any other relevant duties that the Director requests

**Person Specification**

**Skills and experience required**

**Essential**

* Educated to Degree level or an equivalent qualification, preferably within professions that are people oriented. e.g. community education, social work, community development, humanities, human resources, career and/or adult guidance etc.
* Experience or a qualification as a trainer
* Good communication skills in both oral and written forms of the English language including report writing and presentations
* Good IT skills, including word processing and database management
* Good knowledge and experience in handling social media platforms
* Experience in promotional material development
* Experience in out-reach work

**Desirable**

* Experience of working with minority ethnic people and/or refugees
* Good knowledge of minority ethnic organisations and/or minority ethnic residential clusters in Edinburgh and the Lothians
* Ability to speak minority ethnic languages
* To have a current British driving license
* An experience or a qualification in evaluation
* The ability to handle culturally sensitive issues with tact and diplomacy, as well as highly skilled in influencing and persuasiveness