North Glasgow Healthy Living Community

**JOB DESCRIPTION / PERSON SPECIFICATION**

**Job Title:** **Development Officer**

**Reports to: Senior Development Officer**

**Hours:**  **35 hours per week - Monday to Friday**

**(occasional evening / weekend working - TOIL)**

**Salary: £27,500 per annum**

**Application Deadline: 12 noon on Monday 23rd May 2022**

**Enquiries/submission: admin@healthynorthglasgow.co.uk**

**This post is subject to a PVG check through Disclosure Scotland.**

**Job Summary**

North Glasgow HLC brings together local communities, organisations, and a range of partners to work collectively to improve the quality of life through supporting local capacity building, empowerment and community development.

Our communities are places where inequalities continue to exist, and where local residents have not benefitted from the improvements achieved elsewhere. We strive to work with communities to accelerate better outcomes for individuals and groups by adopting ways of working. We support local residents to engage and to ensure that they are at the heart of decision-making. Communities are supported to ensure that better use is made of existing resources and assets, and to attract more, and better opportunities into local areas.

Local people are central to the success of this approach.

Development Officers are key to supporting effective and sustainable delivery in our local communities.

**Job Purpose / Description**

To build relationships with local residents across communities to ensure positive impacts for local people; particularly through targeting disengaged residents and groups and ensuring that they are key drivers and equal partners in community processes.

To support residents to identify, articulate and fulfil the aspirations that they have for both themselves and their community.

To play a key role in building confidence, maximising community capacity to improve local skills, supporting resilience and strengthening the community voice.

To support community members to influence the delivery of local services.

**Key Tasks**

* Engage with local communities and partner agencies to support community visions;
* Work with local people to identify and bring together skills, experience and resources, with support from local groups and organisations;
* Build relationships with the community to support existing groups, networks and organisations and to develop the aspirations of local people;
* Support existing, and develop new community activities to build local capacity;
* Facilitate connections across communities and cultures;
* Build strategic relationships with partner organisations to help deliver on community-driven action;
* Identify funding opportunities and support communities to lead bids;
* Represent NGHLC at strategic networks such as Thriving Places and HSCP led local groups;
* Identify and overcome barriers to involvement, particularly for disadvantaged or marginalised groups;
* Devise appropriate systems to record activities undertaken, monitor progress and provide written reports as required.
* Plan and manage project-related activities to ensure delivery of company targets
* Liaise with local volunteer involving organisations to maximise opportunities for local volunteering supported by NGHLC activities;
* To undertake any other appropriate tasks as directed by the Project Manager as fits with the requirements of the post.

North Glasgow Healthy Living Community

**PERSON SPECIFICATION**

Development Officer

|  | Essential | Desirable |
| --- | --- | --- |
| Experience, Knowledge and Qualifications | * A minimum of 2 years of community development/ community engagement experience supporting an assets-based approach * Demonstrate experience of supporting community led approaches * Understanding of equality issues in diverse communities * Knowledge of the challenges and inequalities faced in disengaged communities * Experience of building relationships with individuals and groups * Extensive experience of partnership working * Experience of project planning/management * Identify funding opportunities to support the implementation of the HLC Strategy, and facilitate and support related application and implementation processes | * Educated to degree level in a relevant subject or post graduate qualification e.g. Community Education/Development or equivalent * Experience of developing and implementing monitoring systems * Experience of attracting large-scale funding, managing budgets and reporting to a range of partners |
| Skills and abilities | * Excellent interpersonal and engagement skills * Ability to work with a diverse range of groups and individuals * Strong written and verbal communication skills including production of structured reports * Ability to self- manage competing demands and be highly organised * Good record keeping skills * Excellent IT skills (Microsoft Office Professional) | * Social media skills to manage a range of platforms to promote the engagement and maximise communications |
| Personal qualities | * Enthusiastic, flexible, self-motivated approachable and resilient * A team player * Commitment to the principles of community capacity building, empowerment and development |  |
| Other | * Ability to meet the practical requirements of the job including a reasonable level of unsociable hours |  |