

ROLE DESCRIPTION

Development Worker (Training)

Accountable to: Manager

Purpose of the role:

The aim of this post at STAR Project is to help take the organisation and its people forward, by developing both new sellable services and the team that deliver our projects.

The post-holder is required to bring new ideas to develop a sellable portfolio of training/CPD opportunities for in-house and external delivery. And in parallel, to develop, support and bring opportunities for the amazing volunteer workforce on whom we rely, including the co-ordination and development of our established befriending scheme.

The successful candidate will demonstrate a combination of supervisory experience of volunteers and an objective, entrepreneurial approach to developing fresh ideas for broadening the training and CPD we deliver at STAR to partners, community members and volunteers.

Main duties and responsibilities:

To lead on the development and delivery of training/CPD opportunities that meet the needs of community members, local employers and volunteers, and will provide an income generation stream for the Project.

To proactively identify areas for improvement within our existing training/CPD and our support, supervision and development opportunities.

To develop engaging, creative, and accessible training material for delivery against organisational objectives.

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

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

Develop and coordinate the Projects befriending scheme (Community Friends) by:

- Recruiting and training new volunteers.
- Providing regular and effective group/individual support, supervision and development opportunities for the befrienders in line with STAR Project policy.
- Oversee the matching and review processes for volunteers and clients.
- Maintain appropriate storage/filing/access of volunteer and clients' personal data, oversee the recording and implementation of all contact logs and reflective logs.

- Ensure regular monitoring and evaluation of the scheme, producing relevant reports when required.

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.
- Collaborate with the Project team, using all the skills within it, when recruiting and training new volunteers.
- 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>Relevant Degree/Diploma in psychology, community education, social work, health, etc or equivalent (or working towards completion)</p> <p>Experience of Community Development</p> <p>Experience of training development and delivery</p> <p>Substantial experience supporting volunteers</p> <p>Planning, developing and understanding group and individual supervision</p> <p>An understanding of befriending schemes</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</p>

	<p>Working effectively 1-2-1 and with groups</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>Effective partnership development</p> <p>Child Protection, Vulnerable Adults</p>	<p>dynamics/group-work, play, creativity</p> <p>Counselling</p>
Skills and personal qualities	<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 project users and volunteers</p>

Salary:

£24,665 pro rata (£19,732-28 hours)

An additional 4% pension contribution to a stakeholder scheme or appropriate equivalent.

This post is funded for an initial period of 1 year and is subject to a pay increase in November. It is our intention to seek continuation funding.

Please note that appointment to this post will be subject to receipt of a satisfactory PVG record and references.

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

Chief Executive: Sharon McAulay

Chairperson: Joe Ferrie