**LINKnet Recruitment 2023**

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

**Post:  Development Officer**

**Salary: £24,000.00 per annum**

**Hours: 18 hours per week (Part-Time, Pro-rata)** for April and May 2023 plus full-time from June to the end of Nov 2023

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. 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 60 mentors per year for the project and train them
2. To identify 60 mentees per year from minority ethnic communities and induct them
3. To make 60 mentoring pairs per year
4. The following outcomes must be achieved: jobs=25. Education=6, work placements=12, qualifications=6
5. To identify complementary support services and negotiate with them on behalf of the service users
6. To manage, monitor and evaluate progress of the service pairs
7. To record details of the service pairs both electronically and manually
8. To handle project admin duties
9. To take part in team meetings and all other relevant activities of the organisation
10. To be available for evening and weekend work when required
11. 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 in out-reach work
* Good communication skills in both oral and written forms of the English language including report writing and presentations
* Good IT skills, including word processing
* Good knowledge and experience in handling social media platforms
* Experience in promotional material development

**Desirable**

* Experience or a qualification as a trainer
* 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