**Job Description**

**Job Title: Project Development Worker**

**Grade: 3B**

**Salary: £23,920 (pro rata)**

**Hours: 14 to 18 Hours per week**

**Location: Office based / Hybrid / Flexible**

**Duration: To 30 September 2024 in the first instance, with the possibility of extension, dependent on continuation of funding.**

## Job Description Summary

The Project Development Worker provides support to the Deputy Chief Executive Officer. This post will contribute to the direction and delivery of specific project(s). This post has a high level of responsibility for designing, delivering, evaluating, and reporting on specific project development work. The postholder is expected to manage their own workload and work with a significant degree of autonomy.

**Project Management**

The post of Project Delivery Worker has responsibility for delivering specific project work as dictated by funders. This could include - but is not exclusive of - the topics of: Hate Crime; Accessible Travel; Inclusive Communication; and Inclusive Design.

This requires leading the project from inception to completion, designing the research elements and preparing a project timeline in collaboration with partner organisations to ensure project milestones are delivered on time and within budget.

There is a high level of communication skill required for this post in order to engage with stakeholders on a strategic level and develop communication and materials suitable for the specific project(s).

An element of decision-making is required as the post holder will have to exercise tact, diplomacy and political understanding to deliver project objectives, while managing competing priorities across organisational boundaries.

The postholder will be required to represent the organisation at both strategic and operational levels.

**Research**

Requires a high level of research skills.

Hold a strong understanding of survey design and utilise a variety of analytical techniques to extract data and feedback to inform the direction of the project.

Ability to translate strategic policy objectives into training materials which are in line with the training needs of specific learners and organisations, as required by the project.

Gather existing data and evidence, using literature reviews and knowledge of wider Scottish Government work to set the project in context.

Identify training and support needs of research subjects to meet project milestones.

**Stakeholder Relationships**

* Responsible for establishing the key relationships with stakeholders and key operation staff through a series of meetings to determine the logistics of undertaking the work.
* This post will discuss and agree the importance of the project work, setting it in wider context of Scottish Government work.

**Monitoring and Evaluation**

* Monitor the project progress at all stages, with regular contact, dealing with day-to-day enquiries, with support from the Deputy Chief Executive Officer.
* Design and implement monitoring and evaluation practices, identifying the most suitable methods (both qualitative and quantitative).

## Reporting

* Produce quarterly reports to funders and working with the Deputy CEO, to undertake a full project validation in line with funding arrangements.
* Provide Deputy CEO regular updates on project progress.

# Demands of this post

This is a demanding post that requires flexibility and the ability to manage a heavy workload with competing demands and deadlines.

The post requires a level of communication skills and interpersonal skills, displayed both internally with staff and externally with partners, funders, and stakeholders.

**Equal opportunities**

We are committed to being disability-smart and an employer of choice irrespective of race (which includes colour, nationality and ethnic or national origins), sex, sexual orientation, gender reassignment, religion, or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. The ethical and business case of ensuring that our workforce is representative of wider society is at the heart of what we do. When we are recruiting, disabled candidates who meet all of the essential criteria will be guaranteed an interview.

## Job Factors

The Job Factors listed below, outlines the knowledge and skills required to successfully function in this role. The Job Factors cover a variety of areas pertaining to the role, for example, the level of education/experience required, supervision received, and analytical skills and ability required for the job.

| **Factors Required** | **Essential (E)**  **Desirable (D)** | **Evidence** |
| --- | --- | --- |
| 1. **Knowledge/Education/Qualifications/Job Experience** | | |
| Graduate level qualification | **D** | **A** |
| Demonstrable practical procedural knowledge:   * High level PC literacy - Microsoft windows package (Word, Excel, PowerPoint) * WordPress and web content management * Website accessibility * Social Media communication * GDPR and company privacy policy | **E** | **A** |
| Theoretical knowledge:   * Research methods, both qualitative and quantitative * Scottish Parliament policy development * Community engagement and development (Third Sector and Local Authority) * Principles of accessibility and inclusion * Principles of inclusive communication * Social Model of Disability * Equality Act 2010 * Human Rights | **E** | **A / I** |
| Demonstrable Experience:   * High level of communication engagement skills * Project support * Campaign design and delivery * Survey design * Consultation and engagement | **E** | **A / I** |
| 1. **Communications** | | |
| Requirement to do most of the following:   * Regularly representing Disability Equality Scotland at formal meetings involving internal and external stakeholders. * Building and maintaining relationships with major partners is a key part of the role. e.g., Members, Access Panels, Project Stakeholders, Sponsors etc. * Communicate on non-routine matters involving both exchange and interpretation of information with people at several levels, internally and externally. * Occasional interaction requiring a sensitive and diplomatic approach using skills of empathy and assertiveness. * Train, coach or motivate stakeholders such as members of staff, Members, Access Panels etc. and/or exchanging orally or in writing varied information with a range of audiences or using advisory, guiding, negotiation or persuasion skills. * Use various interpersonal skills to meet needs of internal or external stakeholders. * Write or present complicated or sensitive information with a range of audiences in Disability Equality Scotland. | **E** | **A / I** |
| 1. **IT and Resources** | | |
| The job involves high level direct responsibility for resources and/or information, involving some of the following.   * handling considerable amounts of highly sensitive manual or computerised information * adaptation, development and/or design of significant information systems * occasional responsibility for business-critical information. * adaptation, development, or design of a wide range of equipment * security of a range of high value physical resources e.g., office and event equipment * procurement of a wide range of services or equipment | **D** | **I** |
| 1. **Training** | | |
| Responsible for the delivery of induction training on a range of subjects or design and delivery of specialist training within own remit | **D** | **A** |
| 1. **Decision Making** | | |
| * Responsible for progressing a series of activity (or range of areas of work or range of responsibilities) within recognised guidelines, making frequent decisions, and exercising initiative and acting within delegated authority without ready access to senior guidance. * Responsible for decisions that affect own area. * Responsible for own workload and may influence workload of others. Has freedom to act within defined policies and procedures subject to management direction (but not supervision). * Requires jobholder to solve differing problems for self and others by using some analysis of theoretical knowledge and practical experience. May consult manager on strategic policy and resource issues. | **D** | **A** |
| 1. **Leadership** | | |
| * Assigns, checks, and maintains flow of work where procedures are standardised. * Performs more involved phases of same work done by other staff, with added responsibility for assigning, checking, and maintaining flow of work. * Provides functional guidance and/or specialty advice on the interpretations of policies and practices to operational leaders | **E** | **A** |
| 1. **Working Conditions** | | |
| * Flexible to respond to the demands of the role, which can include some evening and weekend work * Able to travel to meetings as and when required * Ability to use Visual Display equipment on daily basis. | **D** | **A** |

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

**Evidence:** Application (A); Interview (I); Presentation (P); References (R)