

Scottish Older People's Assembly (SOPA)

SOPA Age-friendly Communities Project Coordinator

Job Description

Job Title:	SOPA Age-friendly Community Project Coordinator (part-time)
Responsible to:	Lead Officer
Salary scale:	£28k-£30k per annum pro rata
Working hours:	21 hours per week (0.6 FTE)
Location:	Remote working but attendance at meetings and events across Scotland required
Term:	Fixed Term Contract (subject to funding) to end 30 th September 2024

Our Mission

The Scottish Older People's Assembly (SOPA) exists to give a strong voice to older people about their experience of life in Scotland, the challenges they face and concerns they have, and to celebrate the positive contribution that older people make to society. SOPA is a small charitable organisation with one staff member – the Lead Officer. The post holder is required to be self-supporting with day-to-day administration work.

Membership

SOPA is a membership organisation with over 60 active Members.

There are two categories of membership:

Full membership – open to organisations involved in any aspect of promoting the voice and experience of older people

Associate membership – open to other bodies (whether public sector or private sector) and to individuals.

The Role

This project centres on highlighting and further developing SOPA's Age-friendly Communities work in Scotland. The postholder will benefit from the support of partners, who share in the desire to see Age-friendly Communities grow in Scotland.

The aim of the project is to increase the number of areas in Scotland working towards having Age-friendly Communities status.

Scottish Older People's Assembly
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A voice for older people in Scotland

Scottish Charitable Incorporated Organisation No: SC046520



The role will focus on activities which will inspire, connect, and support regions in Scotland to become Age-friendly communities using a range of engaging and creative methods including:

- Project planning and delivery of goals agreed with your line-manager – this will include strategic planning of long term and short term goals
- Maintenance of Scotland-wide planning document highlighting each region's Age-friendly Community status
- Sharing information about Age-friendly Communities and SOPA at in-person presentations – this will involve travel across Scotland
- Developing online and offline resources such as webinars, case studies, social media posts etc
- Developing key initiatives/projects to promote Age-friendly Communities and SOPA
- Facilitating connections, information flow and exchange between partners and stakeholders
- Liaising and building strong relationships with key-stakeholders
- Managing stakeholder and partnership groups
- Meeting and liaising with local authorities and communities across Scotland to promote Age-friendly Communities and providing information on next steps
- Budgeting – maintain the day-to-day budget for the Age-friendly Communities project for reporting and auditing purpose
- Periodic report writing for internal meetings and funder
- Input into planning and delivery of key SOPA events including the Annual Assembly
- Travel to meetings and events across Scotland with prior agreement of your line-manager
- Other development and management tasks as discussed and agreed with your line-manager
- Good working knowledge of GDPR
- Adherence to the SOPA policies

To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post.