



Cassiltoun Housing Association Project Assistant Fixed Term until 31st March 2024 Candidate Information Pack





Thank you for your interest in our vacant position of Project Assistant.

This file contains all of the information you will need to apply for the post:-

- General information regarding the Association
- Our job advert which can also be found in Employers in Voluntary Housing's website.
- The Job Description and Person Specification
- A brief summary of the Terms and Conditions of the post
- Staff structure

The Association's staff structure appears as a separate file.

If you wish to join our ambitious team, please complete our application form and submit it along with your CV and personal statement to recruitment@cassiltoun.org.uk. For further details on the post please visit our website at <https://www.cassiltoun.org.uk/vacancies/>.

Please note the closing date for applications is **27th June 2023 at 12 noon**. We will not accept any applications received beyond this time.

Shortlisting Date: 30th June 2023

Interview Date: 6th July 2023

If you require further information regarding the Association or the position advertised, please do not hesitate to contact myself directly.

Thank you.

Paula Brownlie
Head of Corporate, HR & Finance

Telephone: 0141 631 5207

Email: paula.brownlie@cassiltoun.org.uk

1. *Background*

- 1.1 Cassiltoun Housing Association was formed in 1984 and is a Registered Charitable Organisation which operates within a Group Structure
- 1.2 The Association owns 1,079 tenanted units and factors over 150 owners. We have recently completed an ambitious development programme where we completed 102 high quality energy efficient homes.
- 1.3 The Association has 4 sub-committees:
 - Audit & Risk
 - Staffing
 - Regeneration & Operations
 - Health and Safety
- 1.4 The Association and its subsidiaries are social enterprises and are actively involved in the regeneration of the local area. This includes: employment programmes, social inclusion initiatives, environmental initiatives and projects to improve education and health outcomes.
- 1.5 The Association operates from our offices at the multi-award winning Castlemilk Stables.

2. *Staffing*

- 2.1 The Association's current staffing structure involves 34 staff deployed as follows:
 - CEO
 - Senior Management Team –
 - Director of Operations
 - Head of Corporate, HR & Finance
 - Asset Manager
 - Housing Manager
 - Community Development Manager
 - Operations Team (incorporating Technical Services, Housing Services and Advice Team)
 - Finance and Corporate Services Team
 - Community Team



Project Assistant (Fixed term until 31st March 2024)

Cassiltoun are committed to regenerating our community not only through first class housing services but by our wider community development work. We also work closely with our subsidiary companies and in partnership with other organisations and agencies.

The Community Team deliver a range of projects that respond to community aspirations and seek to address local issues through an asset-based community development approach. This includes community art initiatives, a community woodland project (Castlemilk Park), digital inclusion support, youth work, health and wellbeing activities, a large number of events, community gardening, community food initiatives, and a volunteer development programme – at the centre of all of these is participation and involvement from the local community.

Project Assistant (Fixed Term until 31 st March 2024)	CHA Grade 3 PA5 £19,891
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We have the opportunity for a Project Assistant fixed term until 31st March 2024 for 11 hours per week.

If you wish to join our ambitious team, please complete our application form and submit it along with your CV and personal statement to recruitment@cassiltoun.org.uk. For further details on the post please visit our website at <https://www.cassiltoun.org.uk/vacancies/>.

Closing Date: 27th June 2023 at 12 noon

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Cassiltoun Housing Association is striving towards equal opportunities for all.

JOB DESCRIPTION and PERSON SPECIFICATION

Job Title	Project Assistant	Department	Community Team
Reporting To	Community Development Manager	Grade	Grade 3 (PA5) £19,891 (pro rata)
Post Number		Date	June 2023

Job Purpose

Cassiltoun Housing Association are looking to recruit a Project Assistant to assist directly with our Community Woodland Project (Castlemik Park), specifically to enable us to expand on our volunteering opportunities through supporting involvement from more community members, community groups, local organisations and others.

This vacancy is funded by Scottish Forestry and is funded until 31st March 2024.

The post-holder will work alongside the Community Development Manager, the Community Woodland Officer and other staff within the Community Team to fulfil key duties.

Accountability

The role is part of the Community Team, reporting to the Community Development Manager

Job Description and Person Specification

Vacancy	Job Description	Person Specification
Project Assistant	<ul style="list-style-type: none"> - Understand and uphold the Association's Values. - Assist with the delivery of additional Volunteer Sessions - Co-ordinate and deliver regular community litter picks and light maintenance alongside volunteers - Report instances of vandalism/fire-raising etc through appropriate channels - Engage with community members and community partners 	Essential Criteria <ul style="list-style-type: none"> - Understanding of health and safety - Commitment to working in the outdoors - Experience working with people - Ability to work independently & part of a team - Excellent organisation & co-ordinating skills - Understanding of importance of meaningful engagement and participation

	<ul style="list-style-type: none"> - Proactive outreach to promote opportunities - Assist with woodland workshop and event preparation and administration - Assist the team with communicating the stories and experiences of volunteers - Support with other duties as and when required 	<ul style="list-style-type: none"> - Ability to take instruction and feedback <p>Desirable</p> <ul style="list-style-type: none"> - Experience of adhering to risk assessments - Experience supervising small groups - First Aid Certificate - Hands on experience of working in the outdoors - Understanding of Community Development
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Project Assistant

(Fixed Term until 31st March 2024)

Summary Terms of Conditions

Location	Role will be based at: Castlemilk Stables, 59 Machrie Road, Glasgow G45 0AZ
Standard Hours of Work	11 hours per week, to be worked flexibly in conjunction with the service
Grade & Salary	Grade 3 (PA5) £19,891 (pro rata)
Payment Method	Paid on the last Thursday of each month by the BACS system into your bank account
Annual Leave	27 days per annum (pro rata)
Public Holidays	15 public holidays (pro rata)
Notice Period	One month written notice by either side
Pension	The Association currently offers a contributory pension scheme