

Role Description

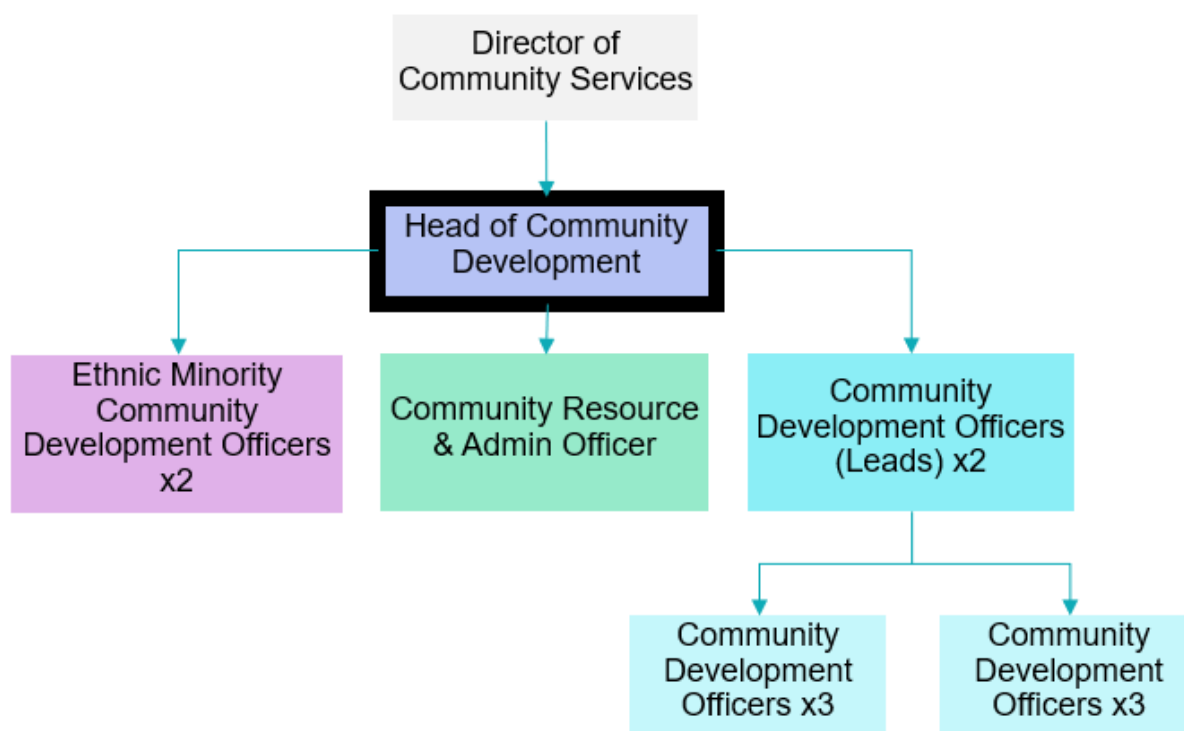
Division:	Community Services
Department:	Community Development
Location:	Edinburgh, with a blend of office and home working
Geographical focus:	Scotland-wide
Contractual status:	Permanent
Hours:	35 hours per week, flexible working patterns available
Line Manager:	Director of Community Services
Direct Reports:	Community Development Officers (Lead) x2 (home based) Ethnic Minority Community Development Officers x2 (home based) Community Resource & Admin Officer (blended working)
Team Dimensions:	Overall responsibility for a team of 8 Community Development Officers, (managed by the Leads). The community development team is primarily a team of part-time workers.
Salary:	£40,000 - £45,000 pa

Job Purpose

Age Scotland is the national charity for older people. Community Development plays a key role in supporting the charity's strategic priorities. Our Community Development Officers are based throughout Scotland and work closely with our vibrant membership network of community groups and organisations, all dedicated to providing services and activities to older people at a local level.

Our focus is to support the work of our members using a community development approach, celebrate and raise the visibility of the contribution they make and ensure that their voices are heard and have influence. You will be key to the effective delivery and growth of these services, providing strategic leadership and oversight of the day-to-day operations of the Community Development Service which includes the delivery of our Age Scotland grants programme, annual awards and national conference.

Organisational Chart



What you'll do

Service Leadership and Development

- Provide strategic leadership and operational oversight to Age Scotland's Community Development service ensuring that the service develops in line with our strategic priorities.
- Lead on Age Scotland membership, developing and implementing membership processes and procedures, ensuring high standards of engagement with members, and delivering membership services and activities.
- Co-ordinate and deliver the annual Age Scotland Awards celebration and National Conference, making it a memorable occasion which recognises the exceptional commitment of organisations, volunteers and staff who provide services and activities for older people in Scotland.
- Ensure the effective delivery of the Age Scotland Community Grants Programme for community based older people's groups and organisations. You will manage the project to tight deadlines and agreed outcomes leading on the promotion, delivery and evaluation of the programme in line with agreed funding criteria and audit requirements.

Head of Community Development

- Act as an effective and persuasive advocate for the Community Development service both internally and externally, including being an ambassador for Age Scotland at external forums, conferences and events.

Team Leadership

- Ensure a clear and strong direction for your team, developing plans with clear goals and objectives linked to the strategic plan.
- Create and foster a positive and learning environment where staff and volunteers feel empowered, valued and supported to do their best and develop in line with their goals.

Reporting and Accountability

- Maintain detailed financial oversight of all Community Development activity, produce and oversee budgets and assist with timely and regular financial reporting to funding bodies.
- Develop service plans, in conjunction with the team, which ensure the delivery and monitoring of the progress and contribution towards achieving Age Scotland's strategic priorities.
- Set, deliver and report on community development plans with measurable outcomes and evaluated impact.
- Be aware of and comply with all legislation and procedures e.g. data protection, vulnerable adults, health and safety and equal opportunities.

Age Scotland Head of Department Responsibilities

- Ensure that the voice of older people is at the heart of our decision making and work.
- Be a collaborative and active member of Age Scotland's management team contributing to organisation wide planning and delivery.
- Ensure that the values of Age Scotland are prevalent in both your personal and departmental approaches to work and decision making.
- Foster an open, inclusive environment that values diverse perspectives, encourages innovation and learns from previous experiences.
- Ensure clear accountability for project objectives and actively address any matters which may negatively impact the Charity's ability to deliver for older people in Scotland.

What you'll bring

- Recent and substantial experience of leading, managing, developing and delivering a multi-functional service/project.
- A strong understanding of a community development approach.
- Experience of leading and inspiring a team and supporting them to set and achieve their objectives.
- An understanding of how to deliver through a geographically dispersed team, working remotely or hybrid.
- Evidence of analytical thinking skills and an ability to develop and implement a strategy.
- Meticulous attention to detail and an ability to write clear and concise reports.
- Clear sense of purpose and priorities with a focus on achieving outcomes.
- Knowledge of social policy issues and understanding of issues facing older people and groups.
- Experience of the design and delivery of high-profile events.
- Excellent communication and interpersonal skills including facilitation, presentation, negotiation and influencing skills.
- Ability to network, create and develop good working relationships with people and organisations to maintain existing partnerships and build new ones.
- Ability to represent the charity to the local media and other public audiences, this will include public speaking.
- IT skills including Microsoft Office and Charity Log or similar Management Information System.
- Flexible, adaptable and willingness to engage in self-development.
- Ability to work with team colleagues in a manner consistent with the values of the organisation and highest levels of empathy with the strategic priorities of the Charity.

Additional requirements

- Commitment to the aims and vision of Age Scotland and the ability to demonstrate our values (Empowering, Inspiring, Inclusive & Integrity) in your work.
- Commitment to work alongside and support volunteers.
- An understanding of and commitment to equal opportunities.
- Willingness to work from the Edinburgh Office when required (NB, travel costs from home to the office will not be reimbursed by Age Scotland.)
- Employees are expected to have a suitable homework space with a good broadband connection for occasional home working.

Head of Community Development

- The role requires occasional travel in Scotland involving possible overnight stays.
- Employees are expected to undertake any and all other reasonable and related tasks allocated by their Line Manager.
- Employees enrolled in Multi-Factor Authentication (MFA or 2FA) will be expected to install and maintain an app on either their personal or work mobile device.