

Project Worker

Salary £16,380 per annum.

21 hours per week.

Fixed term to March 2025

Reporting to the Manager and Board of Trustees

Main purpose-

To develop and assist in the delivery of the day-to-day operations of Shettleston Community Growing Project, ensuring a high-quality service in line with the ethos, values, protocols and service standards of SCGP, funders agreed outcomes and local/ national objectives.

Main Duties-

To promote effective working relationships with other community groups, voluntary organisations and the general community.

To support the Project Manager in the delivery of specific project work and management of daily operations, including working and managing volunteers and volunteer activities.

To coordinate and attend meetings, seminars etc. on behalf of SCGP.

Plan, organise and facilitate community gardening and food growing projects and events.

Positively engage with the residents of Shettleston and surrounding areas.

Identify opportunities for the delivery of current and future developments of the project.

Assist with evaluations and monitoring of projects.

Promote the project through a range of communications.

Person Spec

	Essential	Desirable
Education & training	Degree level or equivalent Working knowledge of GDPR 2018	Experience/ training in community development. Working knowledge of H&S Experienced in Risk assessments.
Relevant work/experience	Experienced in Partnership working. Ability to communicate effectively. Experience of monitoring and evaluation Experienced of working and managing volunteers.	Knowledge of the methods of the methods of Community Engagement
Skills & Abilities	Ability to write clear, concise	Experience in report writing

	<p>and accurate reports Excellent interpersonal skills. Professional IT skills. Ability to use video conferencing tools. Ability to work with minimum supervision.</p>	<p>Knowledge and understanding of community sensitivities.</p>
<p>Personal Qualities</p>	<p>Ability to foster a “can-do” culture. Flexibility, enthusiasm and the ability to lead and manage a small team of volunteers.</p>	<p>Self-motivated. Good organisational skills.</p>
<p>Job Related Requirements</p>	<p>Commitment to the principles of Community Development. Willingness to work occasional evening and weekend work.</p>	