

## **ROLE DESCRIPTION**

### **Development Worker (Outreach) 16 hours**

**Accountable to:** Manager

#### **Purpose of the role:**

To develop and support existing and new outreach opportunities

#### **Main duties and responsibilities:**

1. Effectively work in collaboration with the STAR Project team, it's members and partners, to meet the organisations strategic aims.
2. Plan and deliver and/or participate in creative and engaging consultation events and activities, to understand and gather information from a diverse range of people on local needs and issues.
3. To be proactive and creative in developing relationships with community members. This will include existing contacts with STAR Project and/or referrals from other agencies/groups but will not be restricted to these.
4. Support development of Paisley Men's Shed and its members, to build their capacity and work towards becoming an independent constituted group.
  - Process referrals/membership in accordance with existing systems and in collaboration with staff team.
  - Establish an action plan, including relevant training opportunities, for the shadow committee to become formalised.
  - Deliver low level one to one supports according to individual needs through a variety of short-term interventions (i.e. emotional support, phone calls, advice etc.) as required.
  - Support regular committee and member meetings to work towards goals within the action plan.
5. Support the development of a group for younger males, to build capacity through a facilitated programme of activity that improves male mental health and reduces stigma.
6. Support local people to lead on community projects and the development and delivery of new groups, services, or activities to meet needs or improve services in the community.
7. Proactively build partnerships, relationships and awareness of STAR Project through networking that will benefit the main purposes.
8. Gather M&E data and information continuously and comprehensively from multiple sources, utilising a variety of methods to accurately inform report writing, capture case studies and to support recommendations for change with the wider team.
9. Undertake quality proactive and responsive social media work for outreach activities, including on Facebook, Twitter, and Instagram, working with group members and the STAR team to maximise usage and content.

10. To work as a part of the STAR Project Team, under the line management of the Manager and the overall authority of the Chief Executive.
11. Any other reasonable duties commensurate with role and STAR Project aims.

### **Working approach:**

We require the successful candidate to contribute to - and benefit from - our shared, collaborative and team-spirited ways of working.

- Be a reflective practitioner and engage with personal/professional development through training, support and supervision, and other development opportunities.
- Work effectively as a part of the Project Team, under the line management of the Manager and the overall authority of the Chief Executive and Board of Trustees.
- Respect and follow all STAR Project policies and procedures.

### **Salary:**

Your annual salary will be £12,194 for 16 hours per week, paid via BACS. This is based on a full time annual salary of £26,675.

You will receive an additional 4% pension contribution to a stakeholder scheme or appropriate equivalent.

This position will be on a fixed term basis until 20<sup>th</sup> December 2024. Continuation of the post will be dependent on securing further funding.

STAR Project also provides the following:

Annual holiday entitlement of 5 weeks plus a minimum of 10 public holidays (pro rata).

Family friendly policies/conditions – we recognise the importance of a healthy work/life balance.

Opportunities for personal and professional development.

Free and accessible sanitary products.

Access to our low cost food provision.

Please note that appointment will be subject to receipt of a satisfactory DBS (formerly CRB) check, references, and a successful 1 month probation period.

**STAR Project is a registered Scottish Charity (No. SC028133). Company No. 201464**

Chief Executive: Sharon McAulay

Chairperson: Joe Ferrie