

Resilience Learning Partnership



Job Title: Project Officer (Maternity Cover)

Place of work:

RLP Offices in Alloa

Reports to:

Programme Manager

Starting:

Between Monday 2nd December 2024 & Monday 9th December 2024

Contract:

Fixed Term Contract: 9-12 months

Salary:

£26,500

Hours per week:

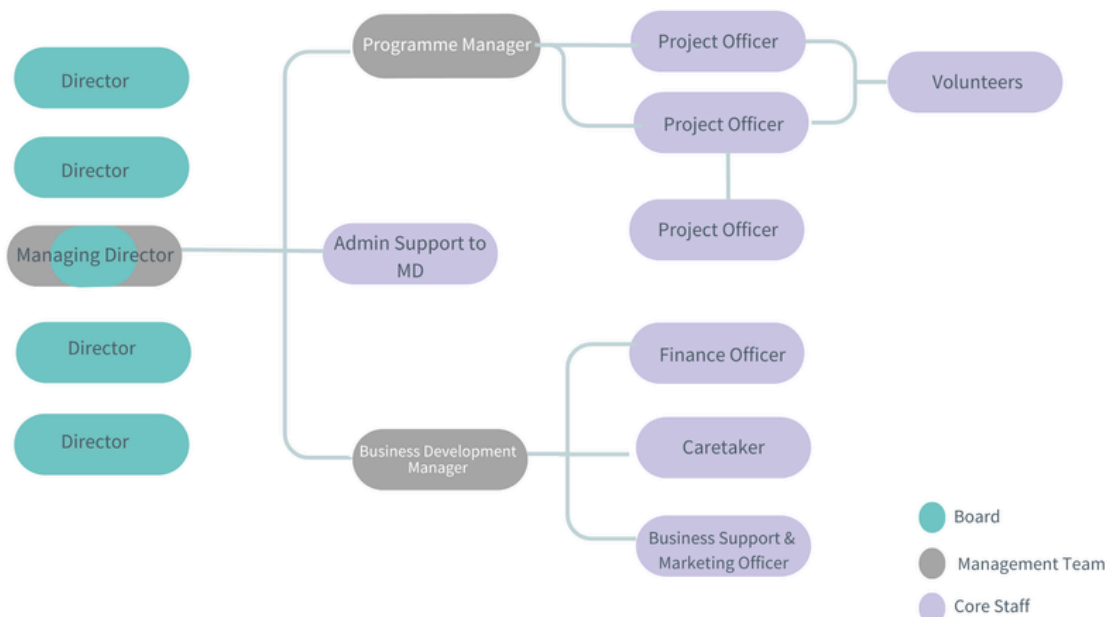
37.5hrs / 5 days per week

Job Overview:

The Project Officer role is responsible for the delivery of RLP activities assigned to them by their line manager. The post holder will aim to deliver high quality and trauma informed services that support individuals, communities, or partners that in turn, deliver on RLP’s strategic priorities and commitments as described in their strategic plan.

Due to the nature of funding cycles and grants in the third sector, project officers are expected to be able to work flexibly across a range of short, medium and longer term activities. Concentrated areas of focus for individual project officers will be detailed within their annual workplan. This will detail where they are expected to lead or support RLP activities and will be in-keeping with this job description.

RLP Organisational Chart





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Resource Responsibility:

The post holder will be responsible for a company laptop, company mobile phone and the handling of sensitive company information.

Responsibilities and duties:

- Responsible for the successful delivery of assigned RLP projects, groups or events ensuring a clear understanding of the aims and objectives of the activities and that they are planned, organised, and always delivered to a high standard.
- To work with RLP colleagues to successfully plan, deliver and review RLP activities, groups, or events with the ability to take responsibility for individually allocated tasks and ask for help where required.
- Facilitating, presenting and administrating various community and networking spaces.
- Empowering participants to be involved in assigned RLP projects, groups or events with a person centred and trauma informed approach.
- Supporting lived experience groups and panels to be involved in the development and design of policy and practice. Being present in and engage with strategic spaces and strategic decision making.
- Ensure that assigned RLP activities are delivered in accordance with agreed timescales.
- Monitor and evaluate of assigned RLP projects, groups or events ensuring that high quality quantitative and qualitative information required is planned for and is gathered in line with the reporting requirements and agreed deadlines.
- Support delivery of Trauma Informed Level materials.
- Engage with external partners and stakeholders to raise the profile of RLP in strategic spaces.
- Ensure that activities are delivered within the agreed activity budget.
- Work with administration and marketing colleagues to manage referral / application processes, participant registrations and permissions (where required).
- To design promotional material and campaigns for activities, projects, groups, or events that are fit for purpose, planned, and coordinated as part of the RLP marketing and social media calendar.
- To promote RLP activities, projects, groups, or events to attract the desired target group, building connections with local organisations where needed to cascade opportunities through local networks and communities.
- Work in partnership with other organisations engaged directly or indirectly with the assigned RLP projects, groups or events ensuring that they reflect the values of RLP in their approach.



Resilience Learning Partnership

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- Participation in the coproduction of the RLP annual business plan and strategy development engagements.
- Adopt a trauma informed approach towards all colleagues, stakeholders, volunteers, Board members and participants at RLP supporting RLP to have a trauma informed workplace.
- To participate in RLP's personal development process with an enthusiasm for investing in their professional and personal development to thrive in their role and achieve their goals.
- Responsible for the health, safety and welfare of themselves, colleagues, volunteers, and participants of RLP.
- Any other duties or tasks to further the work of RLP that are within the capabilities of the individual due to skills knowledge or experience of the post holder as agreed with their line manager.

Qualifications, Knowledge, Personal Qualities and Experience

- Two years relevant industry RLP experience.
- Able to demonstrate a track record in supporting volunteers or community members from a range of backgrounds and lived experience/s of trauma.
- Previous experience of working with communities of lived experience and facilitating the space
- Very good knowledge and understanding of the impact of trauma and a willingness to learn more where needed.
- Be confident in taking a values led approach in relationship based practice and have an understanding of the importance of relationships in Trauma Informed Practice.
- An awareness of the importance of wellbeing in the workplace.
- Experience of delivering group activities or events.
- Comfortable using online video conferencing and meetings including use of Zoom, MS Teams, and SharePoint.
- Excellent communicator both written and verbal and a good listener.
- Excellent organisation and coordination skills.
- Ability to work in a team with the ability to take responsibility for individually allocated tasks.
- Good knowledge of outlook, word, excel, and adobe PDF software.
- A willingness to invest in their own personal development and growth to improve practice, confidence or skill within the role.

Internal stakeholders:

- RLP participants
- RLP volunteers
- RLP staff team
- RLP Board members

External stakeholders:

- Scottish Government
- Local Authorities
- Third Sector Interface
- Community Justice Partners
- Housing Associations
- Health and Social Care Partnerships
- Education services including schools, college, and universities.
- Private sector clients
- Other third sector / community organisations



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Who we are and what we do:

Resilience Learning Partnership (RLP) are looking for a Project Officer to join the team for Maternity cover. RLP are an education and training provider specialising in psychological trauma and lived experience. We are a lived experience led organisation and around 82% of our current workforce have lived experience of psychological trauma. This allows us to embed a deep and meaningful understanding of the complexities to consider when designing/redesigning public policy and service provision in Scotland. RLP has many projects and initiatives running at any one time. This diverse and innovative approach to working allows us to be very responsive to the current needs of those we serve.

Some RLP Projects:

The National Trauma Transformation Programme (NTTP) funded by the Scottish Government, and delivered in partnership with COSLA, NHS Education for Scotland (NES), the Improvement Service (IS) and the Resilience Learning Partnership (RLP).

RLP in collaboration with The Alcohol and Drug Partnership (Clackmannanshire & Stirling) have created a lived experience panel which included a diverse range of experiences which reflect the diversity of people affected by substance use in the Clackmannanshire & Stirling communities. The panel attend various strategic meetings to influence change for people who access services across Clackmannanshire & Stirling.

Trauma Informed Education & Recruitment (TIER) Pathway is a Resilience Learning Partnership initiative for people 18+ with lived experience of trauma. The aim is to support participants to explore and realise their goals and aspirations whether that be college, university, paid employment, voluntary work or further engagement with RLP & TIER. In 2020 TIER Pathway was awarded £200,000 funding over 3 years from The National Lottery Community Fund.

What our staff say about working for RLP:

Question: To what extent do you feel your skills and capabilities have grown in your time with our organisation?

"Massively!! And I feel like I grow and develop consistently still. Never have I learned so much in a role and been able to develop and grow. I adore that aspect of my role at RLP!"

"Hugely! It's hard to measure just what the development has been but there's been so much. Working in a team - leading, collaborating and co-producing. Learning more about the sector. Learning more about trauma, lived experience and the line between personal and professional."

Benefits:

- 5 weeks of annual leave per year + 3 weeks off over Christmas (pro rata)
- Enhanced policies such as sick, bereavement and family (after qualifying length of service)
- Employee Assistance Programme
- Flexible working
- Casual dress
- Company pension
- Health & wellbeing programme
- Learning & Development opportunities
- Free on-site parking



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Application Timeline:

Please send your CV & covering letter to info@resiliencelearningpartnership.co.uk by **Monday 14th October 9am.**

Successful candidates will be contacted on **Tuesday 22nd October** and offered an interview date. Interviews will take place week beginning **28th October 2024.**

Due to the volume of applications, you will only receive a response to your application if you are shortlisted for interview. We are unable to provide feedback to unsuccessful candidates at application stage.

We are looking for the right person to start between **Monday 2nd December & Monday 9th December 2024.**

As a lived experience led organisation we welcome application from those with lived experience for all our roles at RLP.

If you would like to ask any questions about this role please email info@resiliencelearningpartnership.co.uk and an RLP staff member will get back to you.