

Job Description

Post: Engagement and Training Officer

Hours: P/T – 28 hrs per week (permanent – possible increase to full time 1st April 2026)

Salary: £30,060 - £31,067 (pro rata – scale dependant on experience)

Flexible Working – Monday - Friday

Start date: Monday 31st March 2025

Overview

GWT is the nationally recognised centre of excellence supporting the development and integration of intergenerational work across Scotland. GWT's vision to live in an intergenerational Scotland where all generations are better connected, and everyone can build relationships to help realise a fairer more cohesive society.

By intergenerational practice we mean projects, activities, or events where people of different generations who might not otherwise know each other, meet each other on a regular basis to work together in positive and creative ways. Intergenerational work includes any activities which remove and break down barriers between the generations.

GWT provides a range of intergenerational training opportunities, a library of resources, organises events, facilitates 18 local and four thematic networks across Scotland and deliver pilot projects. This support encourages the involvement of volunteers and grass roots projects as well as the more strategic levels of management and government. Importantly we connect individuals and organisations who work across different generations building trust and respect which creates long lasting friendships. Together through intergenerational work the different generations can share their skills and learn new ones identifying solutions on how to address local problems and challenges in their communities.

Overview of Post

This role will focus on collaborating with people at local and national levels. The post holder will engage with communities, authorities and businesses across Scotland, providing support to develop intergenerational activities/projects/communities. The post holder will in addition, deliver a range of intergenerational training opportunities, grow our local and thematic networks as well as build a network of local volunteer Community Connectors to grow, develop and enhance the quality and longevity of intergenerational working across Scotland.

Responsible to: GWT Chief Executive Officer

Responsible for:

1. Developing partnerships and encouraging local councils, public bodies, community groups & organisations to embed intergenerational practice within local policy and their own organisations policy.
2. Coordinating the local/thematic network programme, delivery of GWT's training sessions and the collation of evaluation and feedback from intergenerational practitioners and projects.
3. Recruitment, training and building support systems for volunteer Community Connectors.
4. Representing GWT at local/national/international meetings/events and conferences raising the profile and understanding around the importance of building and sustaining intergenerational relationships.

Responsibilities:

- 1. Developing partnerships and encouraging local councils, public bodies, community groups & organisations to embed intergenerational practice within local policy and their own organisations policy.**

This will include activities such as:

- Engaging with GWT's membership, colleagues, partners, funders and stakeholders to build awareness around the importance of embedding intergenerational approaches into our everyday lives.
 - Coordinating community engagement and raising awareness around the quality standards for intergenerational work.
 - Collating feedback by supporting GWTs membership to measure and evaluate their intergenerational work.
 - Supporting the delivery of research and consultations to identify barriers and needs of the local communities to uptake opportunities to undertake intergenerational working.
- 2. Coordinating the local/thematic network programme, delivery of GWT's training sessions and the collation of evaluation and feedback from intergenerational practitioners and projects.**

This will include activities such as:

- Leading the coordination of programming the local/thematic networks working closely with GWT staff.
- Plan, coordinate and deliver 8-10 local intergenerational networks spread across Scotland possibly including the Highlands and/or Islands.
- Plan, coordinate and deliver a range of training and awareness sessions to build knowledge, skills and confidence in creating intergenerational opportunities including 10-12 one day training courses (annually).
- Building strong trusting and respectful relationships with individuals, community groups, charities and organisations within local communities whilst exploring opportunities for intergenerational working.

- Building new partnerships with bodies and organisations underrepresented in our membership for example LGBTQ+/Environment/Housing/Workplace.
- Work closely with GWT colleagues to promote network meetings, training sessions and events through social media, newspapers and website.

3. Recruitment, training and building support systems for volunteer Community Connectors.

This will include activities such as:

- Leading the coordination of recruitment, training and support of 10 – 15 volunteer Community Connectors with the assistance of other GWT staff.
- Planning, coordinating and delivery of 2-3 support sessions where volunteer Community Connectors come together to network, increase their knowledge and confidence around intergenerational working, share their network experiences and make friends.
- Collating and signing off volunteer Community Connectors expenses and ensuring they are passed to the Finance Officer for payment.
- Celebrating volunteer Community Connectors commitments on an annual basis.

4. Representing GWT at local/national /international meetings/events and conferences raising the profile and understanding around the importance of building and sustaining intergenerational relationships.

This will include activities such as:

- Contributing to the planning, facilitation and evaluation of key GWT events, meetings & training.
- Assisting and leading on the writing of plans, funding and evaluation reports.
- Creating case studies for use on websites, social media, and reports.
- Designing and facilitating presentations to represent GWT at a variety of events and conferences.

Personal Profile

	Essential	Desirable
Job Related Skills		
Engaging and building strong relationships within local communities (2-3 years)	√	
Experience of working with volunteers or being a volunteer.	√	

Excellent group facilitation and presenting skills.	√	
Excellent written, communication and visual storytelling skills and report writing	√	
Proven ability to work collaboratively in partnership with other professionals	√	
Knowledge and experience of Intergenerational Practice and its potential impact for participants and communities		√
Good understanding of human rights approaches and a commitment to equality, diversity and inclusion.		√
IT and Social Media		
Highly computer literate, preferably with strong working knowledge of Microsoft Office in particular Outlook, Word, Excel & PowerPoint	√	
Experience in using social media platforms	√	
Experience in using zoom/teams to deliver meetings and training	√	
Experience of using AI		√
Personal Qualities		
Approachable and personable	√	
Commitment to working collaboratively across the organisation	√	
Strong attention to detail	√	
Flexibility to work irregular hours and undertake occasional overnight trips (with appropriate notice)	√	
Ability to work on your own with high degree of autonomy	√	
Current driving licence and own transport is required due to the potential travel to deliver training sessions /meetings where public transport is not an option.	√	

Terms and conditions:

Hours of work: 28 per week (flexible working hours)

Location: A mixture of home and office based (Brunswick House, 51 Wilson Street, Glasgow, G1 1UZ)

Salary: £30,060 - £31,067 (pro rata - scale dependant on experience)

Pension Contribution: 8%

Probationary period: Six months

Notice period: Two months

Expenses: Travel and overnight expenses will be re-imbursed. The post holder will be required to stay overnight on occasions when traveling around Scotland (including the Islands) for network meetings/conferences/training and roadshows.

Holiday hours: FT allocation 37 days per annum (includes public holidays and a personal celebration day). An additional day will be awarded after each year of service up to a maximum of five.

Applications should be sent to [Alison Clyde](#) by Sunday 9th February 2025.

Applications will be assessed as and when they are received. GWT reserve the right to bring the closing date and interview dates forward and recommend that you submit your application as soon as possible and not wait until the deadline.

Interviews which will include a presentation will be held on Monday 17th February 2025.