

Job Description

Development Worker

Organisation: Scottish Older People's Assembly (SOPA)

Location: Home-based with occasional travel across Scotland

Reports to: Chair of Trustees

Job Purpose

The Development Worker will drive the growth, delivery, and impact of SOPA's work across Scotland. The role focuses on engaging older people, building partnerships, and delivering activities that ensure their voices inform and influence decision-making.

You will support both grassroots engagement and strategic development to strengthen SOPA's national presence.

Key Responsibilities

1. Programme Delivery and Development

- Deliver SOPA's annual workplan to agreed timescales.
- Develop and facilitate engagement opportunities (events, forums, consultations—online and in-person).
- Support development of new initiatives that strengthen participation and representation.
- Ensure activities are inclusive, accessible, and responsive to older people's needs.

2. Engagement and Participation

- Build strong relationships with older people to support active involvement in shaping SOPA's work.
- Ensure lived experience is captured and reflected across all activities.

3. Partnership Development

- Develop and maintain partnerships across the third sector, community groups, and public bodies.
- Represent SOPA externally at meetings, networks, and events.
- Identify opportunities for collaboration that extend reach and impact.

4. Policy and Influencing

- Contribute to consultations, briefings, and policy responses.
- Support older people to engage in local and national decision-making.
- Monitor policy developments and identify opportunities to influence.

5. Monitoring, Evaluation, and Reporting

- Collect and analyse data to demonstrate outcomes and impact.
- Contribute to reporting for funders, trustees, and stakeholders.
- Support continuous improvement through evaluation and learning.

6. Organisational Development

- Contribute to funding applications and organisational sustainability.
- Support communications and outreach to engage wider audiences.
- Assist in shaping SOPA's strategic priorities.

7. Governance and Compliance

- Support board and organisational meetings, as required.
- Ensure work aligns with SOPA's policies, procedures, and values.

Person Specification

Essential Experience

- Experience in community development, membership organisations, voluntary sector development, stakeholder engagement or a similar role
- Building and maintaining partnership relationships across organisations
- Strong organisational and project coordination skills
- Planning and delivering campaigns and activities
- Ability to work independently whilst building effective relationships with a wide range of people

Desirable Experience

- Work within the older people's sector
- Policy or consultation involvement
- Experience in third sector or community organisations

Essential Skills and Knowledge

- Strong written and verbal communication
- Organisation and workload management
- Facilitation and group engagement
- Confident use of digital tools

Personal Qualities

- Values-driven (dignity, inclusion, participation)
- Proactive and solution-focused
- Adaptable in a changing environment
- Effective team worker and able to work independently

Other Requirements

- Willingness to travel across Scotland
- Flexibility to work occasional evenings and weekends

Key Performance Indicators

- Delivery of agreed activities on time
- Increased engagement of older people across Scotland
- Development of effective partnerships
- Demonstrable impact on policy and influencing

v. June 2026