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European Social Fund

Investing in a Smart, Sustainable and Inclusive Future

Community Development Worker Happiness Habits

**20 hours per week
15 month appointment
Annual salary: £15,000 (£30,000 fte)**

Closing date: Monday 4th December 2017, 5pm

About Outside the Box

Outside the Box was established in 2004. We provide development support, shared learning and capacity building for people across Scotland who want to make changes in their communities.

- We provide advice and development support to small groups led by people who need support and often develop new activities in partnership with them.
- We develop projects that test out and raise awareness of new approaches.
- We deliver projects that provide innovative peer support and other services that are led by the people who use those services.
- We work with people who get support from us to develop resources that then provide practical or community development support to a much larger number of people.

The people and groups with whom we work are mostly those affected by disadvantage or who feel that they do not have a voice; they include older people, people with disabilities, people with mental health problems and people affected by addictions.

We aim to promote equality and diversity throughout the work we do and in how we work.

This post may be covered by the Protection of Vulnerable Groups or Disclosure arrangements. All staff may be required to have PVG clearance at any time, and failure to secure clearance is grounds for dismissal.

About the work of this post

The person we recruit will work with colleagues to deliver the Happiness Habits project. This is a new project which builds on an approach that was first developed with older people who came together at Happiness Habits cafes. The feedback was

- People like this positive approach that builds on the strengths of people and communities and creates opportunities for people to support each other to respond to life's challenges
- People wanted to extend the approach to people of all ages
- The approach works well in smaller rural communities that have fewer facilities and where limited transport creates further difficulties
- The approach can benefit people who have fewer resources, including people who have low incomes, lone parents and people who are unemployed.

This new project is based in rural parts of Scottish Borders. It is part funded by European Structural funds.

At this stage the project has funding until March 2019. We may look for further funding to take forward developments from the project or extend it, in light of progress and the impact the project has.

Key responsibilities of the role

- Developing links with local communities in rural and remote parts of Scottish Borders.
- Facilitating events and other ways for people to come together, building on the Happiness Habits approach.
- Working alongside people who can benefit from greater social and financial inclusion. This includes developing courses and other ways for people to develop more confidence and skills, especially people who are low income, are lone parents or are unemployed.
- Giving advice and support to community groups when they are trying to develop a new activity or keep an existing activity going.
- Developing good working relationships with staff in voluntary organisations, public services and businesses that can support or create opportunities for people living in these areas and circumstances.
- Writing reports and other materials from the projects, as part of raising the profile of the project, influence wider policy and practice, and spread the ideas and methods that are emerging.

- Being accountable for the work through project planning and monitoring systems, such as team meetings, professional supervision, individual work plans and timesheets.

This is an outline of the post and not an exhaustive list of duties and responsibilities, as the work requires a flexible approach in response to the ways this project develops. The post holder may be expected to carry out other duties and responsibilities relating to this project which may reasonably arise in the course of their employment.

These are the qualities and experience we want people to bring

You have experience of working with community groups.

You understand the experiences of people who live with social isolation and with other forms of disadvantage and respect the strengths and contributions they bring.

You are able to work in ways that support people and groups to learn and make their own decisions, rather than more conventional ways of working such as delivering training or services.

You have experience of writing reports or other material to promote projects or ideas.

You are able to work in a self-directed way – managing your own workload to provide a good quality of support within the time and resources available.

You have, and understand the significance of, skills and knowledge that are transferable to new situations.

Working arrangements

You will be employed by us and will have all the rights and responsibilities of an employee.

Your line manager will be the chief executive and you will report directly to her. Professional support comes from within the staff team and the board.

There are no set hours and times for the work we do. Much of it is during the week and in daytime, but evening and weekend working is an integral part of this type of work.

Travel to the people and communities we work alongside is an integral element of the work. This project is in locations that are not served by public transport and we often have to take bulky or heavy items for facilitation sessions, events and other activities. You must have a current valid full UK driving license and access to a car.

We are looking at the best base for this project. Meetings of the team who work on the project will take place in central Borders.

There is scope for staff to work from other locations when this works for the organisation, the project and the people involved: this is by agreement with their line manager.

The office base for Outside the Box is in Glasgow and this is the location for occasional meetings and training that bring together all staff.

More information

Our website is a good source of information about what we do and about specific projects and areas of work: www.otbds.org

We will try to answer questions people have about the post. The first contact for this post is Christine Ryder, who is part of the team working on this project. Anne Connor is the chief executive and she will follow up on any further points.

You can contact us by email – which is usually easiest – or by phone:
Email: Christine@otbds.org Phone: 0141 419 0415

How to apply for the post

What you should send

Please provide 3 things:

1. A CV, explaining what your experience is. We are interested in people's life experience when it is relevant to this post, such as hobbies and roles you do on a voluntary basis, as well as paid work.
2. A short note on what you bring to the main tasks in this job description.
3. The names of 2 people who will give you a reference. They should know you in roles that are relevant for this type of post. We will not contact anyone for a reference until after the interview stage.

There is no application form.

We are also recruiting for a part-time Development Worker for another project in Scottish Borders which focuses on people living with dementia.

You can apply for one post or for both posts: please make it clear in your application which post/s you are applying for.

Where to send applications

The closing date for applications is **Monday 4th December 2017, 5pm**

You can send them by post or by email:

Email: Christine@otbds.org

Post: 3.10, The Whisky Bond, Glasgow G4 9SS

Interviews

The interviews for this post will take place in Galashiels on Tuesday 12th December.