



## **Project Worker – North Team (Maternity Cover from early September for 9 to 12 months)**

**Part-time: 20 hours each week  
Annual salary: £10,000 (pro rata on £20,000)**

**Closing date: Noon, Monday 29<sup>th</sup> July 2019**

We are recruiting maternity cover for our Project Worker to support the work we do over several projects: Support Choices in rural parts of Perth and Kinross and Rural Wisdom in Moray and Community Connections in north Angus. The Project Worker will also be part of the team working across the organisation.

We expect this post will be for 9 – 12 months.

### **Focus of the Work**

#### **Background to Outside the Box**

Outside the Box began in 2004. We provide community development support to groups and individuals who want to start something new or sustain something that will be of benefit to their community. We also work with people across Scotland on national projects.

You can find out more about the organisation from our website:  
[www.otbds.org](http://www.otbds.org)

### **Main Tasks in this post**

This is an outline of the post and not an exhaustive list of duties and responsibilities, as the work we do requires a flexible approach and being able to respond to the ways projects develop.

- Be an initial point of contact for enquiries.
- Provide office-based support to the Support Choices and Rural Wisdom teams
- Maintain contact with a wide range of people and organisations

- Organise events
- Design and production of resource materials for both projects
- Coordinate team meetings and related documents for both projects
- Maintain social media for the projects
- Maintain links with community groups in the Highland Perthshire, Moray and Angus areas
- Work with colleagues to manage the budgets for the projects
- Work with colleagues to continue to develop an online case recording system for the Support Choices project

### **Personal Attributes**

- Working well with other people in Outside the Box, partners and community
- Willingness to travel to meet colleagues and to attend events
- Flexibility towards the way in which you undertake your tasks

### **Working arrangements**

The contract is for a period of maternity cover which is expected to last between 9 to 12 months.

The post starts week of 26 August or 2 September, and we expect this will give a few weeks overlap with the person doing the job now before she goes off on maternity leave.

The salary is based on a full-time salary of £20,000. The hours worked in a full-time role are an average of 40 hours per week. Work will usually be within traditional office hours, but occasional longer or different hours and work at weekends is an integral part of the job.

Staff are entitled to 36 days of annual leave and public holidays (pro-rata for part time staff).

### **Location**

The post will be based at Lagmhor, The Old Doctors Surgery, Dunkeld, PH8 0AD with occasional travel to other areas.

## More information

Our website is a good source of information about what we do: [www.otbds.org](http://www.otbds.org)

You can contact us by email – which is usually easiest – or by phone

Email: [holti@otbds.org](mailto:holti@otbds.org)

Phone: 07925 635590

## How to apply

### 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.

### Where to send your application

The closing date for applications is at noon on Monday 29<sup>th</sup> July 2019.

You can send them by post or by email:

- Email: [holti@otbds.org](mailto:holti@otbds.org)
- Post: Lagmhor, The Old Doctors Surgery, Dunkeld, PH8 0AD

We hope to meet with people who are interested in the week starting 5<sup>th</sup> August at our office in Dunkeld (Lagmhor, The Old Doctors Surgery, Dunkeld, PH8 0AD)