

**Project Worker   
8 hours per week for 6 months**

**£4,000 a year, equivalent to £20,000 a year full time  
Newtown St Boswells**

**About Outside the Box**Outside the Box was established in 2004. We provide community development support, shared learning and capacity building for people who want to make changes in their communities. This supports communities across Scotland to become strong and resilient.

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

**About this role**Rural Wisdom is a lottery funded project which is working to make rural communities work well for people as we get older and for other people who live there. We are recruiting a short term project worker who is flexible, enthusiastic, has a good links and knowledge of the area, and an understanding of the issues that the local community faces, to work alongside our Rural Wisdom community worker in the village of Newtown St Boswells. You can find out more about Rural Wisdom on the website: <http://ruralwisdom.org/>

Outside the Box is also working to make local communities work well for families. Some of the work you will do will be with children, young people and younger adults as well as with older people.

**Main tasks in this post**

This is an outline of the tasks we think the project worker will be working on. As the project is about developing ideas that come from within the community it is difficult to be exact with the tasks as we will be learning and developing as we go. Your connections and ideas will be an important part of this. Here is what we envisage the job will entail:

* Being the main link between the Rural Wisdom community worker & the village
* Nudging and encouraging people in the village to get involved
* Helping to support the Digital Buddies project in the village
* Sharing & promoting information/resources in the village both digitally and printed.
* Helping to connect Rural Wisdom with local groups & businesses
* Gather the ideas and thoughts of people living in the village about what would make a difference
* Being part of shaping the ideas and thoughts into reality
* Helping to support groups/events to get started

**Personal Attributes**

* You are enthusiastic and approachable with a creative, flexible approach to your work.
* You have an understanding of the issues experienced by people, groups and businesses living and working in Newtown St Boswells
* You are able to work as part of a small team, managing your own workload to provide good outcomes within the time and resources available.
* You have good communication skills including interpersonal and digital skills
* You have good networking skills and can engage with a range of people, groups and businesses in person and using social media.
* A commitment to working to the values of Outside the Box and the Rural Wisdom project.

**Working arrangements**

* This is a short term contract post for an average of 8 hours per week for an initial 6 months.
* There are no set times for this work and the hours can be worked flexibly on a week-by-week basis to fit in with other commitments and your life.
* We require a flexible approach that enables you to engage with relevant individuals and groups. This may involve daytime, evening, and weekend work.
* We will offer you training and support to fulfil the role. We need you to also tell us what learning and support will be helpful to you.
* Any expenses incurred will be reimbursed.

**Alternative working arrangements**

It is possible for the role to be spilt into 2 smaller roles with a specific set of tasks assigned to each role.

We are also open to a conversation about other working arrangements such as self employment or on a voluntary basis.

**How to apply for the post**

Please do not send CVs/Cover Letters. Instead, fill out the application form. If you are unable to fill out this form or require it in a different format, just get in touch and we can make alternative arrangements.

If you would like to chat to Christine the Rural Wisdom community worker in Borders about the post before applying you can do so by calling her on 07921265515 or email her at [christine@otbds.org](mailto:christine@otbds.org) **The closing date for applications is noon on Monday 21st September. Please email your completed application to:** [**christine@otbds.org**](mailto:christine@otbds.org)