 **Self-employed Community Worker   
2.5 hours per week, £15 per hour  
Eaglesham and Waterfoot**

**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.

Through our Community Connections and Rural Wisdom projects we have worked alongside the communities of Eaglesham and Waterfoot for several years. You can find out more about the organisation and our projects from our website: [www.otbds.org](http://www.otbds.org)

**About this role**We are recruiting a self-employed/freelance community worker to take on and develop key activities identified by the community through our projects. We are looking for someone who has good networking and communication skills who can work with the local community to improve communication between local groups and share local information in the form of a community newsletter. We would welcome applications from people who do not have formal community work qualifications but are community-minded and fit the description.

**Job Responsibilities**

* Develop the community newsletter that was trialled as part of the Community Connections project. This requires a monthly digital and printed version.
* Facilitate a regular meeting of local community groups who want to share information, support, and resources with each other.
* Identify ways in which these initiatives can be sustained by the local community beyond the initial 6-months of this sessional work.
* Update Outside the Box on progress and share relevant learning with the Rural Wisdom team.

**These are the qualities, skills and experience we want people to bring**

* You have experience of working with people and communities in ways that are relevant for these tasks.
* You are enthusiastic and approachable and can work in creative and flexible ways.
* You understand the issues experienced by people, groups and businesses living and working in rural communities.
* You are self-motivated, managing to complete a series of tasks in an agreed timescale.
* You have good organisation skills which include keeping track of costs and working within a budget.
* You have good communication skills including interpersonal, digital, and written skills.
* You have good networking skills and work with a range of people, groups and businesses in person and using social media.
* You have knowledge and access to software and programmes required for this type of job e.g. Microsoft Word, Microsoft Excel, Mailchimp, Canva, Typeform
* You can work to the values of Outside the Box and the Rural Wisdom project.

**Working arrangements**

* This is a freelance, sessional post for an average of 2.5 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.
* We require a flexible approach that enables you to work with relevant individuals and groups. This may involve daytime, evening, and weekend work.
* You will provide a timesheet and monthly invoice to Outside the Box and will be paid in arrears.
* Expenses for travel and other costs needed for this work with be agreed with Outside the Box.

You will receive support and guidance from a Community Development Adviser at Outside the Box. They can help to get things started and will be available for regular check-ins.

**How to apply for the post**

**Please send us the completed sessional application form.** This includesthe 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 informal interview.

Please do not send CV’s.

**The closing date for applications is noon on Monday 21st September 2020**

**Please email your completed application to:** [**ruth.w@otbds.org**](mailto:ruth.w@otbds.org)

