

**Project Worker
8 hours per week until December 2024
Annual Salary - £4,285**(£21,423.00 full time equivalent) **Burghead, Hopeman and Cummingston, Moray.**

**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**
We are recruiting a project worker for our new Coastal Connections project. We are looking for someone who is enthusiastic about community activity, with local links and knowledge of the areas where we are working. They will work alongside our Community Worker to support people of all ages to take part in community-led activity around local issues that include community energy and climate change, local transport, and community wellbeing.

You can find out more about the project at: <https://otbds.org/projects/coastal-connections/>

**Main tasks in this post**

This project is about supporting the development of community ideas which requires a flexible approach. Your connections and ideas will be an important part of this role. Tasks may vary and fluctuate as the project develops over time. The post will adapt as you bring your own skills and knowledge to the tasks below:

* Be a link between the Outside the Box Community Worker and the communities we are working alongside.
* Build and maintain contacts with local people, organisations, and local businesses.
* Support people to get involved in the project and their communities, this includes young people, families, and older people.
* Support community events and workshops, ensuring they are accessible and inclusive.
* Attend local networking meetings to represent the project and Outside the Box.
* Update social media pages including Facebook and Twitter.
* Support the local community to raise awareness of issues important to them.
* Take part in team meetings as required.

**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 the local area.
* You can work as part of a small team, managing your own workload independently 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.

**Working arrangements**

* This is a short-term contract post for an average of 8 hours per week.
* There is a 3-month probationary period with review.
* The post is home-based with travel between Burghead, Hopeman and Cummingston. Occasional travel across Moray to attend events and meetings may be required.
* We require a flexible approach that enables you to engage with local individuals and groups. This may involve daytime, evening, and weekend work.
* The hours can be worked flexibly on a week-by-week basis to fit in with other commitments you might have.
* We will offer you training and support to fulfil the role.
* Any expenses incurred will be reimbursed.

**How to apply for the post**

Please do not send CVs/Cover Letters. Instead, fill out the application form which you can download here <https://otbds.org/moray-project-worker/> . 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 someone about the post before applying, you can do so by contacting our local Community Worker, Fi Thomson - fiona@otbds.org or Kate Robertson - kate@otbds.org

**The closing date for applications is noon Friday 15th April 2022.
 Please email your completed application to:** **admin@otbds.org**

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Coastal Connections is a project funded through the Community-Led programme – an award from The National Lottery Community Fund, made possible by National Lottery players.

