



Community Worker (Borders Buddies)

8 hours per week until December 2024

Annual Salary - £ 5355

(pro rata £26,778)

Hawick area

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

About this role

We are recruiting a community worker in the Hawick area for our Borders Buddies 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 Development Adviser to support people to set up 'Buddy' pairs to support those who have become isolated to get back to doing things they enjoy in the community.

You can find out more about the project at: [Borders Buddies - Outside the Box \(otbds.org\)](http://Borders Buddies - Outside the Box (otbds.org))

Main tasks in this post

This project is about supporting people to find a suitable buddy which requires a flexible approach. Your connections and ideas will be an important part of this role:

- Be a link between the Outside the Box Community Development Adviser and the communities we are working alongside.
- Build and maintain contacts with local people, organisations (including statutory), and local businesses.
- Support people to get involved in the project and their communities, either as volunteers or as people looking for a 'Buddy', or by signposting to other activities or services.
- Support community events and workshops, ensuring they are accessible and inclusive.
- Attend local networking meetings (virtual or in-person) to represent the project and Outside the Box.
- Be responsible for ensuring relevant safeguarding, good practice and risk assessments are taken into account and followed.
- Update social media pages including Facebook and Twitter.

Borders Buddies Community Worker
Job Description

- Work to ensure the local community is aware of Borders Buddies.
- 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 have a good general knowledge and awareness of what is happening locally.
- 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 potential travel within the Hawick area. Occasional travel in the Scottish Borders 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. Travel time is counted as part of your working hours.

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/borders-buddies-community-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 one of our local Community Development Advisers, Ruth Noble ruth.n@otbds.org or Christine Ryder christine@otbds.org

The closing date for applications is noon 21 November 2022.

Please email your completed application to: admin@otbds.org or christine@otbds.org

Borders Buddies Community Worker
Job Description

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

