



## **Community Worker: Rural Wisdom, Moray**

**2-year appointment**

**Part time - 20 hours per week**

**Annual salary: £12,500 (pro rata on £25,000)**

**Closing date: 12 Noon, Monday 1<sup>st</sup> April 2019**

We are recruiting a part-time Community Worker who will focus on the Rural Wisdom project in Moray.

### **Key responsibilities of the role**

- Work with older people and others in Moray to plan the overall development of the work in this area.
- Provide community development support to older people and others to take forward issues that are important to people in this area. This includes working in partnership with other organisations and people who also provide this sort of advice and help. It also includes enabling people to explore options that may be available through voluntary, social enterprise and commercial sectors.
- Build and nurture good working relationships in Moray and build partnerships with community groups, voluntary organisations, businesses and with people in public sector roles.
- Work alongside older people and others in the area to raise awareness of the issues that are important to older people living in rural areas, and of the project.
- Work alongside other staff working on Rural Wisdom in Scotland and contribute to the wider shared learning from the Rural Wisdom project.
- Work with colleagues to fulfil our accountability to the Big Lottery Fund.
- Be a link for the other work that is done by Outside the Box.

The plan for work in Moray is to start by talking to older people and others in the communities along the coast – the area around Burghead, Hopeman and Duffus – over the summer and autumn. We will then look at what people are saying and decide what focus should be for the next 18 months or so.

At this stage this post is for 2 years. Once this project no longer needs that level of development support, there may be further opportunities to take this work on, for example through a partnership with a local organisation, or to do other work within Outside the Box.

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 project develop. The post holder may be expected to carry out other duties and responsibilities which may reasonably arise in the course of their employment.

***This post may be covered by the Protection of Vulnerable Groups or Disclosure arrangements. All staff at Outside the Box may be required to have PVG clearance at any time, and failure to secure clearance is grounds for dismissal.***

## **About Outside the Box**

Outside the Box was established in 2004. We provide development support, shared learning and capacity building for people who want to make changes in their communities.

- We provide advice and development support to small groups led by people who need support and often develop new activities in partnership with them.
- We develop projects that test out and raise awareness of new approaches.
- We deliver projects that provide innovative peer support and other services that are led by the people who use those services.
- We work with people who get support from us to develop resources that then provide practical or community development support to a much larger number of people.

The people and groups with whom we work are mostly those affected by disadvantage or who feel that they do not have a voice; they include older people, people with disabilities, people with mental health problems and people affected by addictions.

At March 2019 we have 20 people working for us and over half of them are part-time.

- Half the team are based in the office in Glasgow. Other people work in local areas.
- There is central support to all the work from the chief executive, a finance co-ordinator and a communications co-ordinator.

You can find out more about the organisation from our website:

[www.otbds.org](http://www.otbds.org)

## About the Rural Wisdom project

Rural Wisdom is a partnership project between Outside the Box, Volunteering Matters Cymru and the National Development Team for Inclusion. The project is funded by The National Lottery Community Fund through the Accelerating Ideas Programme. The project began in February 2017 and will be running for 5 years. There is more information about the project at: [www.ruralwisdom.org](http://www.ruralwisdom.org)

This is a community development and shared learning project that explores the impact of community-based activities that are led by older people living in rural areas.

- It tackles the issues that older people identify as priorities for their communities and makes opportunities for older people to shape their community to make it work well for them and for other people who live there.
- It develops community-led activities that include and support older people and activities that make local communities work well for people as they get older, and enables older people to live in the place they choose.
- It builds on and encourages the strengths and experience that older people bring, and encourages other people to value and support this.
- It also explores ways to identify and show the impact of these activities and the contribution to bigger changes.

This project is based on 4 elements:

- Community development work in demonstration areas in Scotland and Wales, and connections between these areas.
- Supporting other people and places that are interested in developments by and for older people in rural areas in Wales and in Scotland, to share the learning and feed into policy and practice in that country.
- Learning from the work across the whole programme and producing shared resources on common issues.
- Underpinning all of this with an approach to describing what we do and the impact it has, to ensure that we are having the best impact we can, to add to the sustainability of local developments and to support the contribution to strategic policy and practice developments.

Outside the Box is the base for:

- The demonstration areas in Scotland, where work is happening in partnership with local groups and organisations
- Developing links with other locations and networks in Scotland
- Bringing together the Scottish and Welsh demonstration areas
- Sharing what we are doing with other projects and people across the UK.

During the first 2 years there were 3 demonstration areas in Scotland:

- Aberfeldy and the surrounding area
- The area around Brechin and Edzell in North Angus
- The rural part of East Renfrewshire, centred on Eaglesham and Waterfoot.

We are now moving into the second stage

- Working with communities in new areas – in Scotland these are Moray and Scottish Borders
- Follow-on activities in the first areas
- Continuing contact with our partners in Wales
- Continuing to feed in the experiences of people in rural areas to national policy developments.

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

You have experience of working with communities in a community development role or in other ways that are relevant for these tasks. You are able to work in ways that support people and groups to learn and make their own decisions.

You have an understanding of the issues that older people face, including older people who have higher support needs or who face additional disadvantage.

You understand the contribution of peer support and of community-led activities to benefitting communities and the people who live there.

You are able to work in a self-directed way, managing your own workload to provide a good quality of development support and level of activities within the time and resources available.

You have good organisation skills, good interpersonal skills and good communication skills.

You are flexible in how you work and are enthusiastic and approachable.

## **Working arrangements**

You will be employed by Outside the Box and will have all the rights and responsibilities of an employee.

The plan for this project is an average of 20 hours a week. We keep the level and pattern of work under review and may agree a change if the volume of work changes.

From time-to-time you may be required to contribute to other work that Outside the Box undertakes.

There are no set hours and times for the work we do. Much of it is during the week and in daytime, but evening and weekend working is an integral part of this type of work.

## **Location**

The office base will be in the local area. We expect this will be based at a partner organisation but finding a suitable base may be one of the first tasks.

There is scope for staff to work from other locations when this works for the organisation, the project and the people involved: this is by agreement with their line manager.

This project takes place in rural areas including locations that are not served by public transport. Travel to projects is an integral element of the work of all staff at Outside the Box doing development work. You must have a current valid full UK driving license and access to a car.

Travelling to meetings in other areas is an integral part of this job. This will include meeting up with people from the other demonstration areas in Scotland, an annual meeting with people from the Welsh demonstration areas, and meetings with people in other parts of Scotland.

The wider Outside the Box team meetings take place every 2 months at the office base at Brand Street in Glasgow. There is also an office base in Dunkeld which is used by people working in the first Rural Wisdom areas and by staff at a new spin-off project. You will become part of this North team.

## **Communication and relationships**

Your line manager is the chief executive and you will report directly to her. We are looking at how we organise some aspects of our work and this line management arrangement may change.

A Project Worker who is based in Dunkeld gives support to all the people working with us in the northern areas on tasks such as organising events, help with other practical arrangements and support with communications and social media. There is also support from the Communications Co-ordinator and Finance Co-ordinator who are based in Glasgow.

We plan and are accountable for the work through project planning and monitoring systems that include team meetings, professional supervision, individual work plans and timesheets.

Professional support comes from within the staff team, the board and the associates we work with.

The staff, board and associates together bring a range of skills and experiences. We all contribute and we all learn from other people. Everyone is expected to be adaptable and able to work with a wide range of people and situations.

When part-time staff do similar work for other people or organisations, we deal with this in an open and sensible way and aim to find ways of handling this that are fair to all the people involved.

## **More information**

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

We will try to answer questions people have about the post. The first contact for this post is Holli Wilks, who is the Project Worker in the North Team. Holli works part-time, Monday – Wednesday.

You can contact us by email – which is usually easiest – or by phone:  
Email: [holli@otbds.org](mailto:holli@otbds.org) phone: 07925 635590.

We will consider secondment from another organisation provided the arrangement has enough flexibility to meet the requirements of this project.

We have not yet confirmed the interview arrangements, but we expect to hold interviews on **Tuesday 16<sup>th</sup> April in Elgin.**

## **How to apply for the post**

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.

You can send the application by post or by email to:

[Holli@otbds.org](mailto:Holli@otbds.org)

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