



## **Job Description and Person Specification**

### **West Lothian 50+ Network – Development Officer**

<b>Responsible to</b>	<b>Hub/Office Manager</b>
<b>Location</b>	<b>14 George Street, Bathgate. EH48 1PW/ Various locations in West Lothian</b>
<b>Hours</b>	<b>21 hours per week by arrangement.</b>
<b>Salary/Term</b>	<b>Approx. £15,000 per annum (TBC)</b>

#### **About West Lothian 50+ Network**

The West Lothian 50+ Network is dedicated to empowering and supporting individuals over the age of 50. Our aim is to provide a welcoming and inclusive community where members can participate in a wide range of activities designed to keep both their mind and body active. We understand the challenges of loneliness and social isolation and strive to connect individuals with others in their community.

As a registered charity, the West Lothian 50+ Network is managed by a committee of volunteers who are elected from our membership. Our special interest groups are also run by members, tapping into their unique skills, experiences, and interests to offer a diverse range of activities and events.

Our Member's Hub and administrative centre is staffed by two part-time Member Support Officers, a Hub/Office Manager, and a Development Officer, who are also both part time. These individuals work together to provide the best possible experience for our members, ensuring that the West Lothian 50+ Network remains a welcoming and supportive community as we grow.

#### **About the role**

As the Development Officer, you will play a crucial role in promoting the Network and its objectives. You will be responsible for building relationships with local groups and raising awareness of the charity's aims. By expanding the scope of activities and locations within West Lothian, you will increase membership numbers and grow the charity's impact. The ideal candidate for this position would have prior experience in a similar role, possess empathy and an understanding of social isolation and the challenges faced by the over 50s.

This is a great opportunity to make a significant impact and be part of something worthwhile, the role will involve a combination of engaging with other parties at various West Lothian locations and working from the Hub, familiarizing yourself with the aims of the Network becoming

knowledgeable about the events and classes, reporting to the Chair, liaising with the manager and committee, supporting staff and engaging with the volunteers and group leaders.

This role offers a varied work schedule, with hours arranged to meet the needs of the charity. You will be required to work the occasional evening and weekend, access to a vehicle is required for this role and knowledge of West Lothian is also preferred. Travel costs and expenses will be reimbursed in line with the Networks policy.

Due to the nature of the role, we are unable to offer hybrid/home working.

#### Key Responsibilities:

- Raise awareness and promote the West Lothian 50+ Network
- Support management in achieving charity aims & goals
- Network with local organizations and relevant community members
- Develop opportunities to promote extend the events & activities
- Find suitable venues for groups and activities
- Increase membership numbers
- Support and promote volunteer activity
- Encourage the establishment of new groups
- Advise and assist group leaders in developing their group
- Lead activities in order to meet agreed outcomes
- Prepare reports for the Board and assist with Funders reports
- Prepare and give presentations
- Deputize for the Safeguarding Officer

#### Other Responsibilities:

- Use IT systems, including Microsoft Office, and follow data safety measures
- Ensure Health and Safety procedures are observed
- Adhere to West Lothian 50+ Network policies and procedures
- Maintain a positive approach and relationship with peers and colleagues
- Participate in team meetings and development opportunities
- Attend monthly members meeting 3 times a year on a Saturday morning (rotationally)

**To apply for this role please forward your CV and covering letter stating why you feel we should choose you and why you are suitable for this role**

[accounts@westlothian50plusnetwork.co.uk](mailto:accounts@westlothian50plusnetwork.co.uk)

The closing date for this position is 19<sup>th</sup> of February 2023 with interviews being held shortly after.



### Person Specification - Development Officer

This person's specification should be read with the above job description for the post of Development Officer and the candidate should be able to demonstrate their competency/ experience in relation to the criteria.

The following criteria will be used in selecting a candidate. *(Not ranked in order of priority)*

Skills, ability, knowledge, personal qualities & experience	Essential	Desirable
Full driving license and access to a vehicle	X	
Flexibility to work evenings and weekends	X	
Experience in the voluntary sector or similar.	X	
Empathy for the aims and values of West Lothian 50+ Network	X	
Excellent math and English (written/verbal)	X	
Strong communication and presentation skills	X	
Ability to communicate with stakeholders verbally and in writing	X	
Clear reporting and presentation skills	X	
Good working knowledge of Microsoft Office	X	
Excellent computer skills	X	
Ability to organize, retrieve, and report information/data	X	
Dynamic, self-motivated, and a team player	X	
Interpersonal and relationship building skills	X	
Ability to work under pressure and prioritize tasks	X	
Ability to maintain confidentiality	X	
Good understanding of Health & Safety		X
Good understanding of GDPR		X
Experience in safeguarding regulations		X
Experience in premises management/keyholder		X
First Aid certification		X

### General

This job description remains subject to review by the Charity at any time and does not form part of the postholder's contract of employment unless explicitly stated.