

Grampian Regional Equality Council Ltd

Job Description and Person Specification

Job Title	New Scots Active Citizens Project Development Worker (Aberdeenshire)
Date of Job Description	March 2024
Base of Work	Blend of home working, GREC Office (680 King Street, Aberdeen, AB24 1SL), and community spaces in Aberdeenshire.
Job Purpose	<p>The project will include facilitating information sessions and expanding our participative weekly classes, within a safe, women-only space.</p> <p>The project aims to develop a collaborative working model with New Scots in Aberdeenshire, including working with existing New Scots groups, and empowering New Scots participants to shape the future development of the classes.</p> <p>The project also has an important strategic aspect, to promote and co-ordinate a partnership approach to addressing inequality, inequity, and associated barriers for New Scots and migrant communities.</p>
Reporting Relationships	<div style="text-align: center;"><pre>graph TD; A[GREC Board] --> B[Co-General Managers]; B --> C[New Scots Project Coordinator]; C --> D[New Scots Active Citizens Project Development Worker (Aberdeenshire)];</pre></div> <p>The post is located within the GREC staff team reporting to the New Scots Co-ordinator. The post-holder will actively contribute to regular reports to the project funder.</p>
Key tasks, duties and responsibilities	1. To apply community engagement and development approaches to make strong links with New Scots and relevant community groups and professionals across Aberdeenshire (and beyond)

	<p>2. To undertake an inclusive, participative, group-based needs assessment and co-design of class modules, to produce/update a suite of lesson plans, in collaboration with the New Scots Co-ordinator</p> <p>3. To engage with existing New Scots networks, and with relevant agencies and services to invite inputs and expertise in classes and modules. Moreover, engaging these partners on understanding barriers faced by New Scots (and related communities), to support the mapping of pathways between agencies, and identify gaps in provision.</p> <p>4. To actively engage with New Scots in Aberdeenshire to promote existing and new opportunities to access the project</p> <p>The above is not intended to be an exhaustive list of all duties of the post, but a concise statement of the major tasks and activities of the post. There may be changes, with due notice and consultation, to the duties and responsibilities assigned to the post.</p>
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Person Specification

Competence	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • Teaching/training qualifications
Knowledge	<ul style="list-style-type: none"> • Approaches to challenge and eliminate inequality and inequity 	<ul style="list-style-type: none"> • Rowe’s Citizenship Model • Scottish Government New Scots Integration Framework 2018-2022 • Local providers and services: such as health, education, employment, and money
Experience	<ul style="list-style-type: none"> • Community engagement and/or development experience working with marginalised or under-served groups • Commitment to the equality agenda • Developing and managing a project, including project evaluation and feedback • Lesson planning • Supporting diverse groups 	<ul style="list-style-type: none"> • Working with an interpreter • Working with people with mixed literacy levels • Providing training and on-going support to individuals learning a new skill
Skills	<ul style="list-style-type: none"> • Excellent oral and written communication • Practical and effective inter-personal skills • High level of computer literacy • Highly organised • Administration and organisational skills to manage sensitive information and meet deadlines 	<ul style="list-style-type: none"> • Arabic, Dari, Pashto, or Ukrainian language skills • Any other language skills
Other	<ul style="list-style-type: none"> • Able to work flexibly, including some evenings and weekends • Demonstrate enthusiasm and commitment • Self-motivation and ability to self-manage • Driving licence and access to a vehicle 	<ul style="list-style-type: none"> • Social cartography (maps)