Job Description – Development Worker

Responsible to
Senior Development Worker

Salary
In the range of £21,000 - £25,000 + 6% contribution to pension scheme

Hours of work
37.5 hours per week on a flexible basis to include some Saturdays and evenings

Place of work
Greener Kirkcaldy project office, High Street Hub and community locations

Contract
Fixed term to 31st March 2016 initially, with possibility of extension

Holiday
28 days holiday, plus 5 public holidays, per annum pro rata

Requirements
The post-holder will be subject to a Disclosure Scotland check

Job purpose
To work as part of the Greener Kirkcaldy team to raise awareness of environmental issues, and to provide advice, learning and support on positive solutions for individuals and our community. You will be involved in delivering activities focusing on climate change and carbon saving through food and growing, community waste reduction, and other Greener Kirkcaldy programmes of activities to encourage our community to ‘go greener together’.

You will specifically contribute to develop and deliver programmes of events and workshops, recruiting and supporting volunteers, delivering marketing and engagement plans, and developing a network of contacts including local community groups for the projects to work with.

Specific responsibilities

• To develop and deliver activities that engage the community of Kirkcaldy in positive opportunities to learn about, understand and take action on a range
of environmental topics including home energy, food and growing, waste reduction and sustainable transport

- Deliver a wide programme of events, workshops and courses in community locations
- Promote the project’s values, vision, and activities using press, marketing, website and social media
- Assist in volunteer recruitment and support, train and retain volunteers by building confidence, skills and experience
- Develop and maintain relevant programme and project materials ensuring correct and accurate messages are communicated
- Engage with a wide range of partners, groups and community organisations to promote our activities
- Deliver positive and creative engagement and marketing campaigns for our programmes within our local community, to attract a wide and diverse range of people in particular groups who might not normally engage with us
- Engage and work with our community in a way that empowers local people to take ownership of their learning and adopt sustainable behaviour changes
- Attend local events and groups to promote the work of the project and programmes of activities
- Assist in the development and implementation of monitoring and evaluation systems
- Assist in the completion of programme reporting

General responsibilities

- To work as part of the Greener Kirkcaldy team to promote and encourage understanding of environmental issues.
- To promote the values of Greener Kirkcaldy when working in the local community.
- To comply fully with the organisation’s ethos, policies and procedures and relevant legislation.
- To work and communicate effectively with other team members (staff, sessional workers and volunteers) to achieve goals.
- To work constructively and effectively with partners, groups and organisations.
- To provide excellent participant experience.
- To report on the success of allocated tasks.
- To attend and contribute to team meetings and training courses.
- To undertake other duties in line with the job purpose.