



## Job Description

### Senior Development Officer - Projects

<b>Hours per week:</b>	35 hours per week (Monday to Friday 9.00am to 5.0pm)
<b>Contract type:</b>	Fixed Term – 18 months
<b>Location:</b>	includem Head Office – Flexible, location as required by service delivery
<b>Reports to:</b>	Business Partner - Projects
<b>Line Management Responsibility:</b>	Yes (3 direct reports)
<b>Financial Accountability:</b>	Low

### Job Summary

The Senior Development Officer – Projects will engage with young people and families to identify support enabling them to experience success in their local community and move to a preventative model. You will build on and develop relationships with statutory services to embed the main principals of The Promise.

Reporting to the Business Partner – Projects, the Senior Development Officer will work as part of a small team with line management responsibilities for three Development Workers and will work alongside delivery teams in various local authorities. You will be based across Scotland and will be responsible for helping to identify geographical areas of interest within the project plan.

### Key Responsibilities

The key responsibilities of the Senior Development Officer – Projects include, but are not limited to:

- Line management of a team of three Development Workers
- Creation, development and delivery of programmes of learning reflective of the family's needs, issues or concerns.
- Engage, influence and lead with Local Authorities and statutory bodies to deliver action plans in relation to The Promise.
- Lead in creating meaningful engagement methods.
- Community mapping and gathering information.
- Providing reports and evaluation of programme delivery.
- Role model appropriate practice and professional boundaries to others.
- Actively participate in formal supervisions and continuous professional development.
- Work as part of a team from national and local perspective.
- Develop strong leadership across the organisation to help build networks and partners.



## Person Specification

Category	Essential Job Requirements	Desirable Job Requirements	Method of Assessment
<b>Skills, Knowledge, and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of networking and creating networks through a number of engagement methods.</li> <li>• Previous experience working on projects.</li> <li>• Ability to promote positive values and anti-discriminatory, non-judgmental practice and treat colleagues and customers with dignity and respect in line with the Employee Code of Conduct and SSSC Codes of Conduct.</li> <li>• Experience of developing relationships with Local Authorities.</li> <li>• Working knowledge of community learning and development and understanding of how to apply this in the wider context of project delivery,</li> <li>• Experience of applying trauma informed care/practice to projects.</li> <li>• Understanding of child development and of working in partnership with other Services or Organisations.</li> <li>• Flexible approach with the ability to adapt project plans as required.</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in the area of Criminal Justice and Young people</li> <li>• Supervisory skills through the co-ordination of work</li> <li>• Ability to drive and have access to your own car for work purposes.</li> </ul>	Personal Statement and Interview
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>• Experience of working in a relevant discipline such as Social Care, Community Learning &amp; Development, Health, Social Work or Education.</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant Degree that can be applied to the Job</li> </ul>	Personal Statement and Interview



<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Genuine interest in the health and wellbeing of young people and communities.</li> <li>• Ability to build and maintain relationships.</li> <li>• Excellent communication skills, both verbal and formal written communications.</li> <li>• Excellent organisational skills with the ability to plan, prioritise and schedule work.</li> <li>• Experience of working individually as well as part of a team.</li> <li>• Enthusiastic and highly motivated and able to share this with colleagues.</li> <li>• A commitment to keeping The Promise</li> </ul>		Personal Statement and Interview
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**Acknowledgement:**

This job description is an overview of the duties, responsibilities, and requirements of the position. You may be required to perform other duties throughout your employment at the reasonable request of your line manager.

I acknowledge that I have read and understood the job requirements, responsibilities, and expectations outlined in the job description.

Employee Name		Employee Signature		Date	
Line Manager Name		Line Manager Signature		Date	