



WANTED: Freelance Project Officer

For 'Weekend Club' initiative (Interfaith Glasgow)

Interfaith Glasgow

This project is hosted by Interfaith Scotland. It aims to support and develop interfaith engagement in Glasgow and to build a sustainable structure for that engagement.

Project Officer Remit

We are seeking to contract the services of a Project Officer to deliver our new 'Weekend Club' initiative, which is an interfaith response to the plight of refugees, asylum seekers, and new migrants in Glasgow. The initiative will, in particular, tackle the isolation and loneliness resulting from the limited provision of services at the weekend. The post will involve recruiting, establishing, and supporting an interfaith group of volunteers to put on a series of activities which increase social interaction and decrease the isolation felt by refugees, asylum seekers, and new migrants living in Glasgow.

Main Tasks

1. Consult with faith & belief communities and refugee, asylum seeker, and migrant support agencies on potential activities which could be delivered by the Weekend Club
2. Raise profile of Weekend Club among faith communities and refugee, asylum seeker, and migrant groups and support agencies
3. Recruit volunteers through faith communities to support the work of the Weekend Club to include
 - assessing skills and aspirations of volunteers
 - forming a core interfaith group of volunteers and supporting them to meet semi-regularly
 - supporting and supervising the group and individual volunteers
 - arranging training for volunteer group on working with asylum seekers, refugees, and migrants
4. Support volunteer group to plan and deliver 12 activities across one year through the Weekend Club

5. Support volunteers to obtain feedback from Weekend Club participants on the change that has been made to them
6. Support volunteers to feedback on the work of the Weekend Club to their own faith communities with their fellow volunteers
7. Evaluate and analyse the results of evaluations on Weekend Club activities
8. Produce reports and updates on progress for management, funders, and other stakeholders as required
9. Update social media and other media on work of Weekend Club
10. Represent project at external events
11. Undergo supervision and training as required by line manager
12. Other relevant duties as required by the Interfaith Glasgow Project Manager

Person Specification

Essential

1. Experience of—and enthusiasm for—working with volunteers
2. Experience of planning events and activities within a budget
3. Good religious literacy and respect for—and sensitivity towards—people of different religious traditions and cultures
4. Experience of facilitating group work, including planning sessions, running them, and evaluating progress
5. Good project management skills, including strong planning, organisational and administrative skills
6. Excellent communication skills, both oral and written
7. Good general IT skills including use of MS Office packages and Email
8. Good understanding of and enthusiasm for social media
9. Highly motivated to develop good relations between people of different faith backgrounds

Desirable

1. Experience of facilitating constructive dialogue between people from a range of different religious and cultural backgrounds
2. Understanding of negative social issues facing asylum seekers, refugees, and new migrants

Location

This work will require travel in and around the Glasgow City area (at times including surrounding authority areas) to meet stakeholders and to plan and deliver activities. Your base will be at the Interfaith Scotland offices in Pollokshields, Glasgow.

Lines of Accountability

The Weekend Club Project Officer will be accountable to the Interfaith Glasgow Project Manager.

Fee and Hours of Work

You will be self-employed and will be contracted for a maximum of **666 hours of work at £12 per hour.**

Your working hours will be flexible and may vary from week to week. We anticipate an average of **9** hours per week. However, depending on the activities at any given time, this may increase or decrease and will at times include evening and weekend work. We expect that you will be working over a 74 week period (approx. 17 months). This end date may alter, however, depending on your working patterns.

Ideal Start Date: As soon as possible

Applications

If you wish to apply for this post, you will need to submit the following two items:

(1) A covering letter. Please explain why you want the post and how you meet the person specification.

(2) Your CV. Please include details of at least one or two referees. These should be people who have known you in a work context.

Applications and Enquiries should be addressed to:

Dr Rose Drew
523 Shields Road, Glasgow, G41 2RF
Email: rose.drew@interfaithglasgow.org
Tel: 0141 420 6982

DEADLINE: 20 April 2015 (applications received after **midnight** on this day will not be considered)

Interviews: Interviews will be held on **29th April 2015.**

NB: Appointment to this post will be subject to a satisfactory PVG check