



# Participation and Engagement Officer (Freelance)

<b>Reporting to:</b>	Management Team of Sleeping Giants Community Development CIC
<b>Hours and Duration:</b>	minimum 40 days between 31 <sup>st</sup> Jan 2022 and 30 <sup>th</sup> April 22
<b>Contract Value:</b>	approx. £4000 at £100 per day

The primary focus of this role will be to lead all engagement with young people as part of a short term project, which will be *phase 1* of a pilot of the '[Equal Chance Training and Employability Pathway](#)', a joined up model focussed on reaching and engaging young people who face the greatest barriers to education, training and employment. Similar work on other Sleeping Giants projects may be offered to the successful candidate as part of this contract for additional remuneration at the same rate.

From 1<sup>st</sup> April, there may be an opportunity for this role to develop into an initial year-long fixed term employment contract, dependent on funding and the post holder's experience, skills and aspirations.

## Planning and Evaluation Tasks:

- Agree final scope of delivery plan with core project team
- Contribute to the design of the research methodology and evaluation framework
- Use agreed monitoring systems to collect evidence

## Project Delivery Tasks:

- Support implementation of communications strategy with a focus of engaging with young people
- Develop risk assessments as required for activity
- Lead on delivery of engagement and consultation with young people and support engagement with employers as required
- As stated above, other similar work may be offered for additional remuneration at the same rate of pay.

## Project Management Tasks:

- Work within agreed governance and reporting arrangements for project including policy / protocols, finance systems and joint risk assessments e.g. GDPR, safeguarding, health and safety etc.
- Take part in induction of core project team and work within agreed communication and support methods between delivery partners
- Take part in regular mentoring support for core delivery staff
- Attend regular project Steering Group Meetings (between core partners and young people), supporting young people from each area to take an active role

## Skills and Qualities we are Looking For

### Essential

- Experience in delivering community-focussed events, activities and projects to young people
- Experiencing in supporting young people to participate more actively in their communities
- Knowledge and awareness of the issues facing young people and communities in Dumfries and Galloway and other rural areas, not least those who are most marginalised
- A good team player, with a commitment to collaborating and supporting others
- Ability to work independently, managing your time and workload effectively
- Excellent communication, written and IT skills including use of social media
- A people person, who staff, associates, volunteers, young people and members of the public can approach and trust
- A passion for and commitment to equality and inclusion, and to empowering communities

### Desirable

- Qualification in community development or youth work
- Experience in undertaking effective marketing and communications
- Experience in undertaking consultation and evaluations with communities.

This role will also require:

- Enhanced criminal records checks
- a full driving licence and / or access to transport by car
- the ability to work from home, or a suitable location with good broadband connectivity
- occasional evening and weekend work
- the post holder to undertake all responsibilities of self-employment including tax, NI and providing their own equipment.

Please send an up-to-date CV outlining your experience and a covering letter of no more than 2 pages stating why you feel you would be suitable for the role to [info@sleeping-giants.org.uk](mailto:info@sleeping-giants.org.uk) no later than **21<sup>st</sup> January 2022**.

If you have any questions about the role, please contact:

Grace Cardozo  
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