

Job Description

Job Title: Development Worker
Reports to: Chief Executive
Salary: £19,500 - £21,000 Per annum

Main Purpose of Job

To support the development and successful running of Glasgow Wood Recycling's volunteering and training programmes. To recruit and support the wide range of people from different backgrounds and interests who seek to be involved with Glasgow Wood Recycling. To work closely with internal training staff and the wider team to ensure participants are valued, respected and supported within our organisation.. To develop and maintain positive relationships with relevant partner organisations and agencies who support volunteering and training.

Key Responsibilities

- Identify and recruit people affected by a range of social circumstances and/or health issues to participate in meaningful volunteering and training activities
- Develop and support all participants in efforts to improve wellbeing, skills, employment, training or education prospects
- Identify and maintain a wide range of information sources and positive routes for participants to pursue, develop and progress. Where appropriate communicate with or signpost people to supportive partner organisations
- To attend relevant events and seminars with the aim of supporting and promoting volunteering and training within Glasgow Wood Recycling
- Support the implementation of volunteering and training to run smoothly alongside Glasgow Wood Recycling's regular daily operations
- Communicate proactively and constructively in regular team meetings around monitoring progress of the activities and their part in the continuing wellbeing of people and the organisation
- Develop, implement, monitor and report on the progress of volunteering and training to meet management and funder outcomes
- Ensure that the service operates in a manner which meets the organisation's social, equality and environmental aims

August 2019