



the  
**POVERTY  
ALLIANCE**

WORKING TOGETHER TO COMBAT POVERTY



3rd Floor  
94 Hope Street  
Glasgow  
G2 6PH

<b>Post</b>	Communities and Networks Project Assistant
<b>Salary</b>	£15,054 (£30,109 pro-rata) + 8% pension contribution
<b>Duration</b>	12 months Fixed Term
<b>Hours</b>	17.5 hours per week
<b>Location</b>	Glasgow, with hybrid/flexible options available
<b>Line Manager</b>	Senior Communities and Networks Officer

## JOB PURPOSE

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The Communities and Networks Project Assistant will contribute to the Poverty Alliance's mission, by supporting delivery of programmes within the Communities and Networks Team. The post holder will assist the delivery of projects which support people with direct experience of poverty to contribute their lived experience insights to decision making processes to influence change. The role will also support engagement activities with Poverty Alliance member organisations, support the coordination and delivery of external training programmes and events, and contribute to building and strengthening Scotland's anti-poverty network.

The right person for this job will have a commitment to tackling poverty, achieving social justice, and empowerment of communities affected by poverty. You will have excellent people skills and communication skills, and outstanding organisation and prioritisation abilities.

Responsibilities will include supporting the organisation and delivery of online and in-person engagement events, training and other activities; building respectful relationships with people experiencing poverty and wider stakeholders to support their involvement and participation in our work; liaising with participants and coordinating resources to support member and participant engagement; coordinating and supporting with outreach and engagement activities to expand and strengthen our network.

The role will involve close collaborative work within a dynamic team, and extensive engagement with our network of member organisations and individuals with direct experience of poverty who participate in our work.

## JOB BACKGROUND

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The Poverty Alliance is the national anti-poverty network in Scotland. We are a membership organisation made up of civil society organisations from across Scotland. They include grassroots community and voluntary organisations, national organisations, campaign groups, trade unions, faith groups, universities and colleges. The Scottish Government, local authorities and charitable trusts financially support us to carry out our work, alongside our members.

Established in 1992, the Poverty Alliance has a long track record in working with individuals and communities affected by poverty and providing support to influence policy solutions in Scotland. The Communities and Networks team leads on supporting member organisations and people experiencing poverty to participate in our work, influence change, and play an active role in our network.

The Communities & Networks Project Assistant will support the Communities and Networks team to deliver high quality programmes of member and participant engagement, and support continued growth of our network.

The post holder will work closely with colleagues to ensure the smooth running of multiple projects and programmes of activity; building positive relationships with members and participants in our work, including onboarding new members, understanding access and support needs and coordinating resources to meet these needs; liaising with colleagues across the organisation to keep information up to date and coordinate the support needed for delivery of our work.

## POVERTY ALLIANCE VALUES

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The values of the Poverty Alliance underpin all our activities. They drive the shared approach to tackling poverty, expressing how we behave when delivering social change. Our values should be reflected by all those working for the Poverty Alliance and are values we expect our members to support.

**Equality** – It is essential to recognise the equal worth of all people. Poverty is a denial of that equal worth. We will work in ways and support policies that secure greater equality.

**Compassion** – We will act compassionately. This means empathising with people affected by poverty, listening to and acting on the concerns of those we work with, not judging. We place kindness, dignity, respect and love at the heart of our work.

**Inclusion** – We recognise that some groups of people are at greater risk of poverty. We will ensure that our work reflects and responds to the diverse experiences of people and communities facing poverty.

**Justice** – Whilst we act compassionately, we do so in ways that seek to secure social, economic, and environmental justice. Our focus on justice means that we aim to address imbalances not only of resources but of power.

**Empowerment** - We believe that people who have experience of low income have the right to contribute to the solutions to poverty. We put participation into practice in our work by ensuring that time and resources are available to allow meaningful engagement in our activities.

## **JOB DESCRIPTION**

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Key Responsibilities:

- 1. Support delivery of high quality Lived Experience participation processes and activities**
- 2. Support Member engagement activity and outreach, including coordination of training and resource offers**
- 3. Support cross-team information sharing and coordination around events and communications to membership**

Detailed responsibilities:

### **1. Support delivery of high quality Lived Experience participation processes and activities**

Main duties are:

- Liaising with individuals participating in our programmes of work to support their involvement, ensure access and support needs are highlighted and met.
- Support with logistics of online and in-person meetings and activities, ensuring accurate and timely flow of information and support before, during and after events, including note taking, record keeping, circulation of papers.
- Support with recruitment and onboarding of people with direct experience of poverty wishing to participate in our work.

### **2. Support Member engagement activity and outreach, including coordination of training and resource offers**

Main duties are to:

- Liaise with member organisations to support their active involvement in our programmes of work i.e. seminars, member meetings, campaigns.
- Coordinate resources such as member welcome packs, and training offers to membership and wider stakeholders
- Support with recruitment and on boarding of new member organisations

### **3. Support cross-team information sharing and coordination around events and communications to membership**

- Work collaboratively with colleagues within other teams to ensure the smooth flow of resources needed to support our work.
- Ensure information is shared in a timely manner with other Poverty Alliance teams to support coordination with wider administration, communications, policy, research and Living Wage Scotland activities.

#### **General**

To contribute to staff team meetings and planning processes as required, and to represent our values.

Contribute to a positive working environment in which equality and diversity are valued and staff are enabled to do their best.

To carry out other tasks and duties as required by the Communities and Networks Team Manager.

#### **PERSON SPECIFICATION**

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##### **Essential Experience, Knowledge & Skills**

Excellent interpersonal and team working skills

Sensitive and respectful approach to supporting people

Excellent communication skills, both written and verbal

Enthusiasm, self-motivated and demonstrating a strong ability to learn quickly and adapt

Excellent organisational and workload management skills, with problem solving and attention to detail

Proficient IT skills, in particular MS Office, Teams, SharePoint, Zoom

Demonstrable commitment to inclusive working, ensuring equality and valuing diversity

##### **Desirable Criteria**

Experience of community work and/or coordinating programmes of training / learning activity.

An understanding of civil society and/or social change movements in Scotland.

Knowledge of the issues underpinning poverty in Scotland.