

## Project Assistant- Rural Poverty Action Group

Reference No.	A5015	Type	Individual
Service	Communities and Neighbourhoods Service		
Job Family		Grade	FC3

### Purpose

To apply lived experience of poverty to support and direct the Rural Poverty Action Group fulfil the current Rural Poverty Action Plan in a dignified and inclusive way.  
To increase responsiveness and coproduction of services at local level.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Working closely with the Rural Poverty Action Group chair and Priority Leads to help direct the actions in the plan.  This includes supporting the planning, participation, and delivery of the quarterly Rural Poverty Action Group meetings.	Educated to Minimum SCQF Level 4 including English or equivalent  Lived experience of issues surrounding poverty  Team Working Skills  Organisational Skills  Knowledge of lived experience and co production work in local and/or national level	✓  ✓  ✓  ✓	     ✓
Share relevant lived experience on short life working groups to direct specific actions to make them more dignified and inclusive.	Verbal communication skills  Knowledge of anti-stigma work and dignity principles	✓	  ✓

# Role Profile

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Support short life working groups and collaborations by being part of the delivery of actions which are agreed.	Experience of working in partnership with appropriate agencies and services  Self-Motivated  Experience of project delivery	  ✓   	✓   ✓
Engage with others who are using services to get feedback for evaluation.  Ensure that all different perspectives are fed back.	Interpersonal skills  Active listening skills  Commitment to equal opportunities and being inclusive	✓  ✓  ✓	    
Actively engaging in meetings either in-person or online <ul style="list-style-type: none"> <li>• be prepared for sessions in advance</li> <li>• able to take notes</li> <li>• provide feedback</li> </ul>	Note taking skills for feedback, not admin duties  Basic IT skills including using email  Microsoft packages- Teams, Word and PowerPoint	✓  ✓   	   ✓
Able to travel within NE Fife and work flexibly.	Able to drive or use public transport  Time Management	✓  ✓	 
Regular evaluation of post and impact (6 monthly report)	Experience of writing reports  Reflection skills  Monitoring and analysing skills	  ✓   	✓   ✓

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## Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>