



# Role Profile

## BUSINESS START-UP ADVISER – BUSINESS GATEWAY FIFE

Reference No.	A4522	Type	Individual
Service	Community Development Worker (Gaelic)		
Job Family	Professional 1	Grade	FC7

<b>Purpose</b>	
<p>As a community development practitioner, concentrating on the development of Gaelic language and cultural activity in non-school settings across Fife, you will be responsible for leading activity in partnership with area Community Development teams, that will</p> <ul style="list-style-type: none"> <li>• Increase the use of the Gaelic language in local community settings,</li> <li>• Increase the learning of the Gaelic language in, and by, local communities,</li> <li>• Promote a positive image of Gaelic language and culture in local communities,</li> </ul> <p>Increase awareness of, and engagement with, the Gaelic speaking community in Fife.</p>	

<p><b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:</p>
<p>Managing and delivering a range of community based learning and development programmes designed to promote increased awareness</p>

<p><b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility</p>	<b>E</b>	<b>D</b>
<p>Ability to provide a regular and effective service</p>	✓	

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and use of Gaelic language amongst individuals, families and community groups.	Educated to SCQF level 9, which includes a Degree or equivalent recognised by the Community Learning & Development (CLD) Standards Council (Scotland) for full registration.  Full membership of the CLD Standards Council (Scotland)	✓  ✓	
Managing and supporting staff and volunteers, utilising corporate frameworks and procedures.	Supervisory Skills  Experience in a mentoring / coaching role	✓	✓
Engaging with members of the Gaelic community in Fife to identify local interests, needs and barriers to their participation in language and cultural activity.	Experience of working in a community learning and development role  Experience of speaking, reading and writing Gaelic  Commitment to developing Gaelic language skills	✓	✓  ✓
Supporting local community groups to successfully deliver local and national events which promote awareness of, and increased participation within community based Gaelic learning opportunities, and the Fife Gaelic community.	Experience of planning and developing learning and education programmes with young people, adults and community groups. (Take Ownership)	✓	
Working in partnership with staff teams across the Council, and the wider community planning partnerships, to share resources and funding to develop a coordinated approach to achievement of the Fife Council Gaelic Language Plan.	Relate positively to a wide range of colleagues  Experience of leading partnership based activity	✓  ✓	

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Maintaining cross authority partnership activity around sharing challenges, solutions, resources and approaches to Gaelic development in Southeast Scotland as part of the Regional Improvement model.	Build effective working relationships (Deliver Results)	✓	
Developing, delivering and evaluating training and workshops to area community development teams and CLD plan partners around the requirements of the Gaelic Language (Scotland) Act.	Presentation skills	✓	
Using the National Standards for Community Engagement to establish and support consultation, participation and involvement of the Fife Gaelic speaking community as required by the Community Planning Partnership.	IT Skills (Embrace technology and information)	✓	
	Experience of research, information gathering and analytical skills.	✓	
Using the Communities & Neighbourhoods Service quality improvement framework to plan, evaluate and record all areas of community based Gaelic learning and development activity.	Report writing skills.	✓	
	Experience of working under pressure and delivering to tight deadlines	✓	
Ensuring the safe storage of any equipment / resources required to undertake this post.	Organisational skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

### 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.**

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**Additional Information** – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results