POST TITLE	**CAPITAL GAELIC DEVELOPMENT OFFICER**
DIRECTORATE	**CORPORATE SERVICES**
SERVICE	**POLICY AND INSIGHT**
RESPONSIBLE TO	**LEAD POLICY AND INSIGHT OFFICER**
NUMBER OF POST HOLDERS	**1**
ACTING UP/ SECONDMENT	

PURPOSE OF JOB

- To take a lead role in collaborative work to build the foundations for "Capital Gaelic" – a partnership approach by the City of Edinburgh Council and the National Library of Scotland to embedding and protecting the future of Gaelic in the city and advance the central aims of the Gaelic Language Act.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Play a lead role in piloting a collaborative approach to meeting the requirements of the Gaelic Language Act, working initially between the Council and the National Library of Scotland (the funding partners)
- Play a lead role in supporting the implementation of the Council's 2018-22 Gaelic Language Plan, by co-ordinating activity across the Council, reviewing progress and identifying challenges and opportunities for development
- Support the effective implementation of partner organisations' Gaelic Language Plans while identifying opportunities for aligning future plans
- Lead on building the foundations for wider partnership and collaboration across public bodies in the city by supporting work to identify opportunities, sharing knowledge and expertise, and shaping a vision for the future of Gaelic in the city.
- Support the Council's Gaelic Implementation Group, which includes Elected Members, council officers, and representatives of the Gaelic community
- Work with relevant Council staff at a senior level to support the acceleration of progress in specific areas of the plan
- Determine baseline levels of activity and engagement to inform evaluation of impact and progress
- Undertake and commission research into best-practice and use this to shape policies, plans and strategies
- Take responsibility for the preparation and presentation of progress and activity reports, documents and briefings for Council meetings, senior officers, relevant committees and funding partners including Bòrd na Gàidhlig and the Scottish Government
- Ensure relevant conditions of grant are met in relation to monitoring and reporting, use of branding and evaluation.
- Explore funding opportunities to support empowerment of the Gaelic community
- Provide expert advice and guidance to the appropriate Lead Officer, managers within Corporate Services, and the relevant Senior Manager within the National Library of Scotland; Elected Members and relevant service managers, provide the lead liaison with the Elected Member Gaelic Champion and Elected Members within the Council,
- Develop and maintain a detailed knowledge of Gaelic provision in Edinburgh and use this to support decision making and the shaping of future activity.

- Develop and maintain effective partnerships with a range of stakeholders across the Council and beyond, including the Gaelic community, external contractors, and a range of public, private and third sector partners to contribute to the Capital Gaelic vision, supporting and promoting activity in Gaelic language and culture city-wide and beyond.
- Identify and support the development or strengthening of critical connections between major stakeholders including other public bodies, schools, the Gaelic community and other partners .
- Lead on the scoping, design and commissioning or delivery of resources and programmes spanning culture, social and employment aspects of Gaelic language and culture, including the creation of inter-generational opportunities.
- Take a lead role in working with partners to support the development of pathways and career opportunities, making connections between linguistic skills and the world of work, for example, by exploring opportunities for shared apprenticeship programmes.
- Develop online resources and identify and contribute social media content.
- Take responsibility for the preparation and presentation of progress and activity reports, documents and briefings for Council meetings, senior officers, relevant committees and funding partners including the National Library of Scotland, Bòrd na Gàidhlig and the Scottish Government.
- Determine baseline levels of activity and engagement to inform evaluation of impact and progress
- Undertake and commission engagement and research into best-practice and use this to shape policies, plans and strategies
- Represent the partnership between the Council and NLS on relevant local and national working groups, where appropriate.
- In line with the Gaelic Language Act, support staff in both partner organisations through developing a package of capacity building and development activities to support and expand the learning/use of Gaelic at all levels within the workplace to increase the number of those who understand, speak, read, and write Gaelic, and their ability to use Gaelic with confidence.
- Explore funding opportunities to support empowerment of the Gaelic community and the future of this post

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Qualified to degree level in a relevant discipline or equivalent or be able to demonstrate relevant experience
- Fluent in written and spoken Gaelic
- Experienced in inclusive community engagement work with key stakeholders with a working knowledge of the National Standards of Community Engagement
- Knowledge and experience of developing and implementing policies and strategies, assessing progress, identifying challenges, opportunities and potential solutions
- Knowledge of national and local policies and strategies and the ability to identify and progress opportunities e.g. through community empowerment
- Effective and skilled partnership working where stakeholders have competing priorities, demands, and expectations
- Creativity and innovation in working with partners locally and nationally across the public, private and third sectors, to develop approaches to meeting demand, to assess the contribution of Gaelic to the economy and to identify funding opportunities
- Able to communicate clearly and effectively with a range of audiences, in written and verbal formats, and via the web and social media

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- Competing organisational priorities and deadlines are routinely experienced requiring exceptional time management in successfully delivering complex project outcomes
- Key challenges relate to working with colleagues to balance a range of competing demands and deadlines conflicting priorities among the officers in the Council who have the responsibilities for delivering and reporting on progress.

- A related challenge of working for two funding bodies with potentially competing demands; and of working across a wider range of bodies to support future collaboration
- The postholder will be able to exercise a considerable degree of control over their work
- Although the post may be exposed to some physical demands these will be predominantly within the range of normal office based activities.
- Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities.
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The post does not involve the direct supervision or management of staff but there may be a requirement to co-ordinate and oversee the work of volunteers.

RESOURCES

- The post will be responsible for maintaining oversight of the development budget (around £4,000) and making recommendations for its use to senior management.
- The post will be responsible for a range of office equipment and will update and maintain data.

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.
All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the Council Health and Safety Policy.