



Scotland Space Support Associate (Warm Welcome)

Location: Fully remote but with your home base being in Scotland to allow easy travel to Warm Welcome Spaces across Scotland

Day rate: £250

Contract: This is a self-employed associate contract for approximately one day (7.5 hours) per week, equivalent to 4 days a month.

Closing date for applications: We will be considering applications on a rolling basis for this role and will close once we have found a suitable candidate, so please get your application to us as soon as possible if you're interested.

We will be carrying out remote interviews for this role, asking about your reasons for applying and how you think your skills and experiences align to the role.

Start Date: ASAP

About the Warm Welcome Campaign

Founded in 2022, the Warm Welcome Campaign wants everyone in the UK to find a place of belonging and reconnection at a Warm Welcome Space near their home. We have a bold ambition to enable a more deeply connected society where we all have free access to welcoming community spaces.

We resource, connect and champion a network of over 6,000 Warm Welcome Spaces and bring together a growing coalition of local, regional and national partners representing the worlds of charity, faith, business, government and philanthropy. By working together, we can unlock the power of community spaces made by and for everyone, creating a thriving network of hope and reconnection fueled by human warmth.

We're working hard to reach everyone with the message that a 'Warm Welcome' is waiting for them just around the corner, all through the year. Throughout all our work and within our team we live out our values of being inclusive, collaborative and courageous and our personality that is friendly, adventurous and uplifting.

It's an important moment for us – we are now in our second year of our [five year strategy](#) which shows a clear picture of the path we have set ourselves ahead to continue to deliver and deepen our impact. We now have approximately 3.5 million visitors to Warm Welcome Spaces each year. In January we delivered a hugely successful second Warm Welcome Week in collaboration with a wide variety of partners.

The Opportunity

If you are brilliant at supporting local organisations and leaders, working collaboratively and with a passion for your input to shape work that makes a genuine difference to people's lives, this could be the role for you.

To support the range and depth of opportunities we can offer to Warm Welcome Spaces, we are looking for a Scotland Space Support Associate to support Warm Welcome Spaces in Scotland, with a particular focus on helping them to access practical help and advice for guests.

We're looking for someone who thrives on the variety of connecting with a wide range of people and who is organised while at the same time has room for creativity, learning and innovation. You will need to enjoy working proactively and flexibly in a fast-paced environment and have a systemic approach in connecting with a range of stakeholders as well as excellent communication and IT skills.

Warm Welcome Responsibilities

Working closely with the Warm Welcome Spaces Support Manager and wider team your primary responsibility will be to work as part of our Energy Safeguarding Project with SGN, provide support to Warm Welcome Spaces to help them access practical help and advice for vulnerable individuals in their communities. This will include:

The Role:

- Organising visits to spaces, special events or volunteering promotion opportunities to build relationships with Spaces and partners
- Ensuring the smooth running of in person events and visits with Warm Welcome Spaces, with a focus on providing practical support for guests.
- Recording key insights and information during Space visits to ensure we have key impact and reporting data, as well as information to help us to continue to learn and improve our support for Spaces
- Updating project plans and timelines and maintaining updates and progress as needed
- Communicating clearly and ensuring the project is keeping to the planned timeline and outcomes, identifying and sharing any delivery challenges in a timely way
- Responding to and fielding enquiries as appropriate
- Building positive relationships with partners and delivering expected outcomes on projects in partnership with them
- Supporting with communications e.g. story gathering at events or space visits
- Writing up stories about spaces visited that can be published on the website

Person specification

We are looking for an associate with the following skills and experience: Please respond to these with a focus on those written in orange in your application:

- Able to build relationships and work well with a range of stakeholders from a variety of backgrounds.
- Experience in supporting community partnership projects in collaboration with cross sector partners, including Local Authorities, Voluntary, Community, Social Enterprise and Faith Sector Organisations who provide support to community groups
- Understanding of Asset Based Community Development (ABCD) approaches in recognising and celebrating the expertise and experiences of local community groups enabling them to build on their strengths
- Understanding and commitment to our values - Being Inclusive, Collaborative, Compassionate and Courageous
- Have a good understanding and commitment to promoting Equality, Diversity and Inclusion in practice throughout your work
- Excellent communication skills and experience of sharing information in clear, concise and easy-to-understand formats across a range of mediums, to a range of audiences
- Highly computer literate: proficient users of Word, Excel, PowerPoint and Google Workspace, as well as being comfortable and keen to learn new technologies and use new tools including a CRM system
- Confident to take the initiative and solve problems pro-actively
- Self-starter, able to manage themselves and their time, juggling a variety of tasks and priorities

- Willing to work flexibly, which may occasionally require working out of normal working hours
- Tenacious with a natural drive to push tasks through to completion and to the required standards of excellence
- A good team player who is quick and willing to respond to the needs of others by pitching in and helping with tasks
- Understanding of gathering data and encouraging learning from monitoring, evaluation, and impact assessments
- Highly organised and details-focussed

How to Apply

- To apply for the role, please email a cover letter (max 1 side of A4) which addresses highlighted requirements listed in the Person Specification, along with a CV, as we will use this to shortlist applications.
- Please Email these to info@warmwelcome.uk with 'Application for Scotland Spaces Associate (Warm Welcome) role'.
- For more information, see www.goodfaith.org.uk/ www.warmwelcome.uk/

Diversity and inclusion

We recognise the enormous benefits and the social imperative of bringing together diverse groups. We therefore warmly welcome applications from a broad range of backgrounds and experiences. We are committed to making our recruitment process as accessible as possible and are happy to provide reasonable adjustments for disabled candidates at any stage of the process. We also ask all applicants to complete our [equal opportunities monitoring form](#) alongside their application. This is optional but is an important part of helping us understand who is applying for our roles and ensuring our recruitment process is fair and inclusive.

We are happy to discuss and make any reasonable adjustments you might need at any stage of the application process, and to answer any specific questions relating to the role - please email us on info@warmwelcome.uk with 'Query for Scotland Space Support Associate role' in the email subject line and we'll get back to you as soon as we can.

The Good Faith Partnership – The Warm Welcome Campaign's host Organisation

The Warm Welcome Campaign was incubated by and is hosted by the Good Faith Partnership. Founded in 2016, we create solutions to society's most difficult problems by bringing together leaders and organisations from different sectors. Our clients are diverse and complex, from the Foreign, Commonwealth and Development Office to faith-based organisations, businesses, charities and funders. We connect businesses, governments, charities, philanthropists, foundations and communities to make lasting change - from incubating projects like the Warm Welcome Campaign, helping support the Home Office's Homes for Ukraine Scheme or co-ordinating public affairs for the Patriarch of Jerusalem in the UK, US and EU.

We are collaborative, ambitious, and inclusive. At our core, we believe in the power of strong, unlikely relationships, to drive positive social change.