

**LIVED EXPERIENCE DEVELOPMENT OFFICER  
JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title:</b>	Lived Experience Development Officer
<b>Salary:</b>	£19,424 pro-rata (salary scale point 5.4) (Full-time equivalent £28,328)
<b>Hours of Work:</b>	24 hours/week
<b>Location:</b>	Home-based, but frequent travel in P&K is required.
<b>Contract Type:</b>	Fixed term until 31 March 2028
<b>Responsible to:</b>	TSI Strategic and Operations Lead
<b>Responsible for:</b>	N/A

The **Third Sector Interface (TSI)** is administered by PKAVS on behalf of the Scottish Government and provides four crucial support workstreams to the third sector in Perth & Kinross:

- Voice – supporting the voice of the third sector.
- Connect – Connecting communities through the third sector.
- Building Capacity – supporting the development and growth of the third sector.
- Volunteering – developing and growing the volunteer programme to support the ongoing operation of third sector organisations.

We offer an inclusive culture that's based on compassion, togetherness, speaking from the heart, and our passion for making a positive impact.

As well as opportunities to learn and grow every day to develop your career, we also offer excellent benefits such as a minimum of 6.8 weeks holiday, enhanced occupational sick pay, pension auto enrolment, a commitment to your health and wellbeing through our employee assistance programme and a flexible working environment that enables you to excel at work while being able to balance things at home.

**The role**

You'll help make sure families in Perth & Kinross - especially those struggling with poverty - can really have their say in the services and decisions that affect them. You will work closely with the Anti-Poverty Task Force (APTF) and PKAVS TSI to run local engagement activities, build people's confidence to share their experiences, and help turn their ideas into practical service improvements.

Your work will help make services more inclusive, fair, and shaped by the people who use them.

**Key Responsibilities**

**Community Engagement and Co-Design**

- Build trusted relationships with families from key groups that are likely to struggle financially like lone parents, minority ethnic families, families with disabled adults or children).

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- Plan and run friendly engagement sessions in areas including Coupar Angus, Rattray, Muirton, South Crieff, Letham, and Highland Perthshire.

Listen to people's experiences and work with them to come up with practical ideas that make it easier to access support, services, and opportunities.

### **Capacity Building**

- Provide or source training and confidence-building support to people with lived experience so they can participate in decision-making meaningfully.
- Support the development of local lived experience ambassadors and peer contributors.

### **Culture Change & Partnership Working**

- Work with people across the Council, NHS Tayside, local charities, and businesses to make sure communities are genuinely involved and treated fairly.
- Contribute to the actions as per the anti-poverty action plan.
- Encourage partners to reflect on their practice and learn how to share power and decision-making with communities.

### **Project Delivery & Coordination**

- Work closely with the Anti-Poverty Task Force Project Manager and Chair of the Taskforce to deliver activities to agreed milestones.
- Test small service changes based on people's real experiences and help put these changes into practice and see how well they work.

### **Monitoring, Evaluation & Reporting**

- Provide monthly updates to the APTF Steering Group and quarterly written reports to the full panel.
- Develop case studies, feedback summaries, and final learning reports.

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**PERSON SPECIFICATION**

We welcome applications from people with a positive, can-do attitude and a genuine passion for making a difference.

You do not need to have formal experience in all areas listed below. What matters most is your ability to build trusting relationships, your empathy, your commitment to inclusion, and your willingness to learn. Full training and ongoing support will be provided.

Competency	Definition	Essential	Desirable
<b>Knowledge and Understanding</b>	A willingness to engage with people in the community and the confidence (or willingness to build confidence) to facilitate conversations.	x	
	An interest in learning about poverty, inequality, and the barriers people face when accessing services (training will be provided).	x	
	An enthusiasm for involving people in shaping services and a willingness to learn co-design approaches.	x	
	A collaborative approach and the ability to build positive working relationships.	x	
	Understanding of local systems including local authority, health, and third sector organisations.		x
<b>Skills and abilities</b>	Effective communication and relationship-building skills.	x	
	Ability to create trusting, empowering environments.	x	
	Strong organisational skills with the ability to manage multiple priorities.	x	
	Ability to listen deeply, reflect, and translate lived experience into meaningful insight.	x	

This job description was last updated in February 2026. We reserve the right to update and change this job description to support the changing needs of the organisation.

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**ADDITIONAL INFORMATION**

<b>Employer:</b>	The post-holder will be employed by Perth & Kinross Association of Voluntary Service Ltd. (a registered charity in Scotland SC 005561).
<b>Location of Work:</b>	Home based with frequent travel across P&K.
<b>Responsible To:</b>	TSI Operations and Strategic Lead
<b>Responsible for:</b>	No direct reports
<b>Probation:</b>	This post carries a 6-month probationary period.
<b>Induction:</b>	A planned Induction Programme will be offered together with relevant job specific training.
<b>Offer of Employment:</b>	An offer of appointment will be made subject to two satisfactory references and eligibility to work in the UK.
<b>Holidays</b>	<p>PKAVS determines annual leave entitlement in hours and not days to ensure equity for all employees by ensuring that staff who work variable hours/shifts do not receive either more or less leave than colleagues who work a standard shift pattern.</p> <p><b>Upon appointment - 238 hours</b></p> <p>Equivalent to 34 days (28 days annual leave and 6 public holidays)</p> <p><b>After 2 years of continuous service - 252 hours</b></p> <p>Equivalent to 36 days (30 days annual leave and 6 public holidays)</p> <p><b>After 3 years of continuous service - 273 hours</b></p> <p>Equivalent to 39 days (33 days annual leave and 6 public holidays)</p> <p>The annual leave hours stated above are based on you working full-time. This will be calculated on a pro rata basis for part time staff.</p>
<b>Pension Scheme:</b>	PKAVS Ltd operates an auto enrolment pension scheme.

**PKAVS values everyone as an individual**

We define diversity as valuing each person's uniqueness and what makes us who we are. We are committed to creating a great place to work where everyone feels valued and able to play to their strengths in the delivery of our charitable purpose.

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We promote diversity and inclusion in employment regardless of age, disability, gender reassignment, sex, marriage and civil partnership status, pregnancy, maternity, race, religion, or belief.