



Wellbeing Development Worker

Job description and Person specification

Salary: £8580 (fulltime equivalent £21,450)

15 hours a week (2 days)

Plus 4% pension

Fixed term 4th January 2021- 31st March 2023

Job Purpose: To provide administrative and community development support to the Wellbeing Manager in order to deliver the Trust's Wellbeing and Arts and Health Programme.

Duties

- Provide support to the Wellbeing Manager to develop and deliver the Trust's Wellbeing Programme and associated activities as required
- Assist where and as directed in the creation of practical timescales, workloads and budgets towards the realisation of the Wellbeing Programme and events
- Oversee the Wellbeing Programmes evaluation and monitoring including data entry and reporting
- Administer the Wellbeing Programme contact databases and ensure that all administrative compliances and policies are in place prior to the start of any Wellbeing project or programme
- Understand the Trust's policies (and essential requirements of relevant legislation) in relation to all the Trust's work including equal opportunities, diversity and safeguarding.
- Ensure that the Trust's policies and requirements are distributed to all sessional staff and made available to volunteers as appropriate and directed
- Ensure the delivery of a safe, healthy, and clean working environment that is conducive to the wellbeing of Wellbeing sessional employees, participants and volunteers.
- Undertaking tasks on other aspects of work as commensurate with the expectations of the post.
- Other duties commensurate with the grading of the post

Personal Specifications

Essential

- Qualifications to Standard and or Higher Grade English (or equivalents)
- Experience of working in community-based health and wellbeing projects or equivalent
- Experience of working in a deprived community setting
- An organised and disciplined approach to work

- IT skills, including Microsoft Word, Databases, the Internet and telephone
- Excellent communication skills (verbal and written) including ability to relate to colleagues, the public and programme participants and adhere to related professional codes.
- The ability to work occasional flexible hours
- The ability to work on own initiative.
- The ability to work under pressure, prioritise workloads meet deadlines
- A positive attitude towards and knowledge about the work of the Trust and a commitment to issues of equality and fairness

Desirable:

- A certificated or degree qualification in Community Development or equivalent
- Mental Health First Aid certificate or appropriate training
- Experience of event coordination and campaign working
- An understanding of the roles of the various statutory agencies and voluntary organisations within Glasgow, particularly in the Southside of Glasgow
- Working knowledge/proficiency in a local community language other than English
- Working within diverse communities