

**Part-time Health Coordinator**

**Salary:** £25,834.00 (SJC Salary Scale SP28) Pro rata £8,611.00 per annum. ***New salary review will be taking place at the end of July 2019.***

Reporting to: The Welcoming Senior Coordinator or Director

* **Purpose of the role**: The Welcoming Health Project is a volunteer-led health and wellbeing initiative for migrants and refugees in Edinburgh. The purpose of this part-time role is therefore to plan, deliver and evaluate the Edinburgh Joined Board funded Welcoming Health Project.

**Main duties and responsibilities:**

* Organise **Welcoming Walks** for migrants and refugees who may feel isolated and are unfamiliar with the city.
* Organise **Cycling for Newcomers** for migrants and refugees who may feel isolated, and/or lack knowledge, confidence or opportunity to cycle safely in Edinburgh.
* Organise **Welcoming Jogging** for locals and newcomers who may feel isolated and/or lack confidence in their ability to run or access safe running routes in Edinburgh.
* Oversee the running of the **Welcoming Games Night** for migrants and refugees who may feel isolated and looking for a fun and accessible activity to share with others.
* Organise the **Welcoming Swimming** for women and children who lack confidence with swimming and need access to women’s only swimming facilities (a partnership project with Edinburgh Leisure and Active Schools)
* Organise **Gym and Swim** for migrants and refugees who wish to discover local leisure facilities and enjoy exercising together.
* Signpost participants (people from the community) to these activities and other external opportunities. (This role does NOT include giving clinical advice).
* Create meaningful, enjoyable and well-supported volunteer roles.
* Link participants in to other activities at the Welcoming. These include employability support, digital skills, and community food growing and creative arts, thereby offering further opportunities for connecting with others, keeping active, healthy eating, contributing to the community and gaining new skills.
* Build new, and maintain existing, partnerships with relevant health, wellbeing and support organisations
* Develop and maintain innovative ways of monitoring and evaluating activities
* Write reports for funders and other internal/external purposes

**Person Specification**

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| **Essential** | **Desirable** |
| **Education and Qualifications** | |
| * Educated to diploma or degree level in health, sport, leisure or recreation (or other related field of study) | * Any qualification in sport, health, leisure or recreation |
| **Experience** |  |
| At least one year experience of:   * Healthy living * Community Health * Community Work * Designing and facilitating workshops * Monitoring and evaluation of projects * Building and maintaining partnerships with third sector, corporate and public sector bodies. | Experience of:   * Recruiting, supporting and supervising volunteers * Working with migrant and refugee communities and demonstrable understanding of relevant issues * Working with individuals with limited English |
| **Knowledge, skills and attributes** |  |
| * Excellent communication (written and oral) and interpersonal skills * Fluency in English * Excellent IT skills including Microsoft Office and social media * Willingness to work flexible hours including evenings and weekends * Commitment to the vision and the values of The Welcoming | * Knowledge of the voluntary sector and community organisations across Edinburgh |

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