

JOB DESCRIPTION

Position of:	WELLBEING PROJECT COORDINATOR
Responsible to:	CIS Manager
Responsible for:	Buddy Volunteer Coordinator & Wellbeing Officer
Hours of work:	28 hours a week
Length of contract:	Dependent on funding – 12 months initially
Salary:	£31,500 pro rata

Purpose of the post: to develop, plan and coordinate all activities of the Wellbeing Project; to manage and support staff and their work with volunteers on the project; to ensure monitoring, evaluation and reporting to funders; ensure the sustainability of the Project by fundraising; to report to the Project Planning Group and CIS Board as required.

Base: CIS Office, Albany Centre, 44 Ashley Street, Glasgow G3 6DS
(largely remote working until Covid restrictions are lifted)

Main Tasks

1. **Coordinate the delivery of the following activities of the project in year one:**
 - a. Supporting the Buddy Volunteer Coordinator to provide a befriending service for clients who are isolated and may be struggling with mental health issues
 - b. Providing physically distanced group outdoor physical and social activities e.g. local visits, walking, rambling, football and other sports and social activities to also allow more in depth, stimulating conversations
 - c. Delivering 4 online half-day workshops providing creative and therapeutic interaction, as agreed
 - d. When allowed, organising 2 physically distanced countryside outdoor overnight packages for 12 people

- e. Further sourcing smart phones, wifi /data and clothing vouchers to give to those who cannot afford them, where possible
 - f. Continuing to signpost clients to foodbanks and providing food packages as appropriate and possible
 - g. Providing ESOL classes (2 male sessions and 2 female sessions/ week) for two 18 week blocks, through volunteers with English teaching qualifications.
 - h. Liaising with Manager and the One to One Project Worker on coordinating the expansion of their support service
2. **Gathering evidence:** Liaising with appropriate staff members on recording work done and outcomes achieved, gathering evidence of need to inform wider service delivery and policy development work
 3. **Monitoring, evaluation and learning:** gathering information to contribute to campaigns and for reports to grant funders
 4. **Maintaining sustainability of the Project:** Fundraising for income to sustain the Wellbeing Project staff and activities
 5. **Expenditure:** Ensuring that the income received by the Project can be properly accounted for.
 6. **Wellbeing Planning Group:** develop, service and report to this overview group as required
 7. **Developing and sustaining effective external networks** and joint work to achieve CIS Wellbeing Project objectives

Office

- a. Line Manage Wellbeing staff
- b. Attend supervision and support meetings as agreed with the CIS Manager
- c. Raise any issues of concern with the Manager and the staff team
- d. As one of three senior members of staff, assist with the strategic development and coordination of CIS, as required
- e. Maintain respect for equality and anti-discriminatory practices
- f. Ensure Health & Safety Policy is adhered to by participants

Other

- a. Attend training as appropriate for the post or as requested by CIS
- b. Attend CIS Board meetings when requested
- c. Undertaking any other task as may occasionally be required
- d. Maintain confidentiality at all times
- e. Support the ethos and aims and objectives of Community InfoSource at all times

Wellbeing Project Coordinator

PERSON SPECIFICATION

Essential

1. Good spoken and written English language skills
2. Experience of Project management including managing staff and volunteers, project budgets and reporting to Board and funders.
3. Experience of working in cross cultural settings and with refugee and asylum issues
4. Ability to promote volunteer participation and to work with and support volunteers
5. An ability to organise and establish and maintain proper systems for continuity and a well-organised office environment, using standard computer packages
6. Commitment to working collaboratively and positively with staff, CIS's Wellbeing Planning Group and relevant agencies
7. Experience of evaluating and monitoring projects, liaising with and reporting to grant funders
8. Experience of fundraising, directly or indirectly
9. The ability to work independently and use own initiative to achieve objectives, consulting with relevant people as appropriate
10. Committed to maintaining confidentiality throughout.

Desirable

1. Lived experience of the UK asylum or refugee system
2. Experience of researching and analysis
3. Experience of working in an office and cooperating with others
4. Project development experience
5. Event planning experience
6. Financial systems experience
7. An understanding of the voluntary sector in the UK

May 2021

This Job Description to be reviewed within 6 months

Post funded by Henry Smith Charity