

28th July 2021

Dear applicant,

**Wellbeing Development Officer**

Thank you for your interest in the above role.

Please see below the Job Description, Person Specification and the Application Form for this post.

Completed applications should be emailed to hello@maryhillintegration.org.uk. Please put your full name in the email subject and save your application form with your name as part of the title too.

The deadline for applying for this post is Friday 6th August at midday. Any applications received after this time will not be considered. Please note, CVs are not accepted.

We aim to respond to all applicants to confirm receipt of their application. We will also respond to everyone to notify them whether or not they have been shortlisted for an interview.

Finally, we would be grateful if you could complete the following anonymous diversity survey to enable us to monitor our recruitment processes. This is not mandatory. Opting out will not impact on your application in any way: <https://forms.gle/zHu93KN8yarYGany7>

We look forward to hearing from you and receiving your application in due course.

Kind regards,



Rose Filippi

Development Manager

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**Job Description and Person Specification –**

**Wellbeing Development Officer**

**About MIN:**

Maryhill Integration Network (MIN) was established to bring asylum seekers, refugees, migrants and the settled inhabitants of Glasgow together. Since 2001, we have been developing projects which support positive social change by investing in communities and providing a welcoming - and much-needed - safe and inclusive space with opportunities for collaboration and connection. Our main services include a user-led weekly programme of activities, which runs alongside regular learning opportunities, community events, advice clinics and outreach partnership projects coordinated across the city. For more information on MIN please review our [Strategic Plan](https://drive.google.com/file/d/17pqWu8vIZx8TpYsgKdlRJhTscT37QSk6/view) and last [Annual Report](https://drive.google.com/file/d/1wh60YTUfpqMylGu2e5O1xmbcRIo4Up8h/view). Throughout the COVID-19 crisis we have adapted our services by delivering activities and events online, as well as providing direct emergency support. This past year has emphasised MIN’s resilience and the trust our service users place with us, securing our reputation as a space of safety and belonging for all.

**About the role**:

The role will predominantly feed into the Human Rights & Wellbeing themes within our strategy, with the strategic goals to:

* Provide advice, support and advocacy for asylum seekers and refugees, and promote empowerment through confidence building, learning, skills development, and voluntary opportunities*,* and to;
* Take measures to combat racism and discrimination regarding race, religion, ethnicity, gender and sexual orientation in order to promote feelings of safety and belonging.

Additional strategic objectives include:

* Providing opportunities for community participation and active citizenship
* Placing service users’ needs at the heart of project development and implementation
* Create an environment in which asylum seekers and refugees feel safe and supported
* Awareness of the pre-migration trauma and poor mental wellbeing associated within the asylum process, when developing projects and activities
* Build capacity in service users to address recovery from poor mental wellbeing
* Encourage wellbeing through the provision of regular access to activities and opportunities in the outdoors
* Maintain and develop strong community partnerships offering referrals and signposting to appropriate agencies to promote better community wellbeing
* Raise awareness on the impact of multiple discriminations, and provide tailored spaces and activities for service users affected by them.

The postholder will be contributing positively to cross-team working within our vibrant organisation, where all ideas are valued, and innovation is encouraged. We are looking for someone with the interest to develop their skills as we take on new opportunities in fulfilling our strategic plan. The role represents an exciting opportunity for people with a real enthusiasm and commitment to improving wellbeing outcomes for communities in Glasgow.

**Duties and Responsibilities:**

The central duty of this role is to support the organisation with tasks relating to the development of MIN’s Men’s Group and wellbeing support services, in line with our core values, as outlined within our Strategic Plan.

Duties and responsibilities include:

1. Develop the programme for the Men’s Group, in particular outdoor sessions and wellbeing-focused activities
2. Liaise with partners and freelance facilitators
3. Encourage the involvement of new participants and volunteers in the Men’s Group
4. Respond to the wellbeing needs of participants, provide support and make referrals where necessary
5. Support and advise wellbeing volunteers to assist with needs of service users, for example making referrals or coordinating wellbeing check ins, especially as a result of COVID lockdowns
6. Implement monitoring and evaluation plans within groups and activities
7. Attend training sessions and provide cross-team support and guidance on wellbeing issues and interventions
8. Actively contribute to team development sessions in line with fundraising and strategic planning
9. Network to build contacts and raise the profile of MIN
10. Provide material to assist promoting the activities and events via social media
11. Undertake shared administration and project support tasks where necessary, and any other duties appropriate to the post and in line with the needs of the organisation

The Development Officer will be supervised by the Development Manager and will be accountable to the Board of Trustees.

**Personal skills and attributes:**

*Essential*

Committed to promoting human rights and equality within diverse communities

Experienced in promoting community wellbeing and improving mental health, preferably with asylum seekers and refugees

Able to recognise and respond to varying support needs

Can work creatively and on own initiative

Commitment to constructive and cooperative team working

Ability to empathise, understand different perspectives, and use this understanding to inform the delivery of work

A strong and demonstrable commitment to MIN’s Vision, Mission and Values

Organised, with skills in time keeping & workload management

*Desirable*

Experienced with working or volunteering in a community setting

Able to work flexible hours including evenings and sometimes weekends

Competency in additional languages

In possession of a full UK driving license

Candidates must demonstrate and explain in their application how and why their previous experience, skills, abilities, and knowledge will meet the requirements of this post.

Familiar with GSuite (gmail, drive, docs & calendar), Mailchimp and MS Office

Due to current government guidelines and restrictions the role will be fulfilled remotely for the time being, with a view to potentially blended working in the near future. Therefore, we are looking for someone who is confident in using online meeting platforms and resources.

MIN is committed to equality, diversity and inclusion and aims to ensure a workplace where people are treated with dignity and respect.

We particularly welcome applications from; those with lived experience of seeking asylum or refuge, people from ethnic minorities, members of the LGBTIQ+ community, women, and people with a disability.

MIN is committed to safer recruitment and all appointments are subject to satisfactory references.

**Salary -** £21,840 - £23,660 pro rata

**Part time post –** 18 hrs per week

**Work Pattern -** generally Monday - Friday 18 hours per week flexible between 9.30am - 9pm, in accordance with the needs of the organisation. You may on occasion be required to adjust your work pattern to cover excursions or events at weekends or on public holidays.

**Contract** – 12 months with a 6-month probationary period. Subject to performance and funding, we hope to increase the length of the contract.

**Other entitlements** - 28 days Annual Holiday plus Public Holidays allowance pro rata and 3% employer pension contribution

**Location** – Home based remote working at present, with the hope to return to MIN’s office in Maryhill (MIN supports flexible working arrangements)

**APPLICATION FORM: WELLBEING DEVELOPMENT OFFICER**

| **Personal Information** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **First name(s)** |  | | | **Last name** |  | |
| **Address (including postcode)** | | | | | | |
|  | | | | | | |
| **Telephone number** | |  | | **Email address** |  | |
| **Do you consider yourself to be disabled?** | | | **yes / no / prefer not to say** | | | |
| **If yes, please detail any support requirements:** | | | |
| **Evening and weekend work may be required. Are you able to work with a degree of flexibility?** | | | | | |  |
| **Are you eligible to work in the UK?** | | | | | |  |

| **Employment** | | | |
| --- | --- | --- | --- |
| **Please tell us about your current or most recent job.**  **Note: If this is the first job you have applied for please put N/A** | | | |
| **Name of current or most recent paid occupation** | | |  |
| **Job title** |  | | |
| **Duties** | | | |
|  | | | |
| **Date Left (if applicable):** | |  | |
| **Length of Time with Employer:** | |  | |
| **Notice Period Required (if applicable):** | |  | |

| **Please give brief details of any other recent employment.** | | |
| --- | --- | --- |
| **Dates** | **job title / organisation** | **Main duties** |
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| **Volunteering** | | |
| --- | --- | --- |
| **Please give brief details of any voluntary roles you have taken on.** | | |
| **Dates** | **Organisation** | **Role / experiences** |
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| **Education, qualifications and training** |
| --- |
| **Please tell us about your qualifications and any training course you have undertaken** |
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| **Skills and Experience** |
| --- |
| **Please tell us about your qualities, skills and experience that you believe make you the right person for this post.**  **Give relevant examples from your personal experiences, paid or voluntary employment, to illustrate how you will meet the requirements as set out in the job description. (Please limit your response to one A4 page)** |
|  |

| **Please provide two referees unrelated to you, including, if applicable, your present employer** | | | |
| --- | --- | --- | --- |
| **Referee 1:** | | | |
| **Name** |  | **Organisation / Role** |  |
| **Telephone number** |  | **Email address** |  |

| **Referee 2:** | | | |
| --- | --- | --- | --- |
| **Name** |  | **Organisation / Role** |  |
| **Telephone number** |  | **Email address** |  |

**I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my application being withdrawn or in dismissal should I be appointed to the role.**

| **Name** |  |
| --- | --- |
| **Signature (electronic is fine)** |  |
| **Date** |  |