

JOB DESCRIPTION

JOB TITLE:	Project Development Worker (SPRING Social Prescribing Project)
SALARY	£24,000 per annum (FTE to be pro-rata)
HOURS OF WORK:	28 hours per week Monday to Friday (flexible days/hours to be mutually agreed between 9am and 5pm). Evening and weekend working may be required for which Time Off In Lieu will apply.
CONDITIONS OF SERVICE	As set out in the Staff Conditions of Service Handbook which includes auto enrolment workplace pension scheme membership.
ANNUAL LEAVE	24 paid days per annum and up to 7 public holidays (if these fall on normal pattern of working days).
LOCATION:	Main base the hub – your community action centre in Dumfries and outreach work across Dumfries and Galloway.
RESPONSIBLE TO:	Manager.
MAIN PURPOSE OF JOB:	<ul style="list-style-type: none"> • To develop, coordinate and deliver the SPRING Social Prescribing Project which aims to improve the physical and emotional wellbeing of people. • To support, and manage volunteers who assist people referred to the project. • To proactively engage with organisations/agencies to make referrals to the project ensuring funders targets and outcomes are met. • To identify community organisations that provide activities and opportunities. • To use monitoring and evaluation systems and produce reports.

MAIN DUTIES & RESPONSIBILITIES

1. To engage and build positive relationships with people 18 years of age and over who experience loneliness, social isolation, anxiety and lack of physical and social activities.
2. To undertake person centred assessments and co-produce short term action plans with people referred to the project to assist them progress their health and wellbeing goals.
3. To record the progress of people referred to the project in achieving their personal goals and their self-management.
4. To pro-actively and effectively engage with a range of organisations/agencies to ensure the project receives referrals to ensure funders targets and outcomes are met.
5. To effectively liaise with relevant organisations in order to identify opportunities that people referred to the project would benefit from being connected with.
6. To signpost and support access to appropriate support organisations where required.
7. To facilitate meetings, represent the project at meetings/events, and organise training or activity sessions where required.
8. To support and manage volunteers whose role is to assist in the delivery of the project.
9. To undertake all necessary paper and electronic administrative duties, update and maintain information and monitoring systems, and produce reports as required.
10. To plan, organise, prioritise and manage a varied workload.
11. To attend and actively participate in internal and external meetings.
12. To undertake any identified training relevant to the project as defined and agreed by the manager.
13. To work independently, sometimes in an outreach capacity, as well as being an active member of the hub team.
14. To adhere to all organisational policies and procedures including Health and Safety, Equalities and Diversity, Confidentiality, and Safeguarding.
15. To undertake any other duties commensurate with the role as required.

Person Specification

Post: Community Project Development Worker (SPRING Social Prescribing Project)

Requirement	Essential	Desirable	Assessment Method
Qualifications/ Education/Training:	<ul style="list-style-type: none"> Project management Health and social care 	<ul style="list-style-type: none"> HND/Graduate level qualification in a related field 	Application form
Experience:	<ul style="list-style-type: none"> Developing and delivering successful community projects Using community development approaches Supporting and managing volunteers Working with people in need of short term support to achieve personal outcomes around physical and emotional well being 	<ul style="list-style-type: none"> Partnership working Working in the voluntary sector 	Application form/ Interview/References
Understanding, Knowledge, Skills and Competencies:	<ul style="list-style-type: none"> Understanding and knowledge of health and wellbeing lifestyle interventions Communicating effectively with people in person, in writing and by telephone as well as by electronic means including internet video i.e. Zoom etc. Motivational and negotiating skills High level of numeracy and literacy skills able to capture and collate statistical information for analysis using monitoring and evaluation systems Promotional, presentation and representational skills 	<ul style="list-style-type: none"> Producing promotional and marketing materials Using social media Using case management database systems 	Application form/ Interview/References

	<ul style="list-style-type: none"> Using Windows 10 and Microsoft Office software packages 		
Personal Attributes:	<ul style="list-style-type: none"> A team player Confident and outgoing Pro-active and motivated A flexible approach to tasks and a positive attitude Patience Inclusive and non-judgemental Able to work on own initiative Empathy and understanding Aptitude for learning new skills and retaining information Friendly and approachable 		Application form/ Interview/References
Other:	<ul style="list-style-type: none"> A full driving licence and access to transport for work related journeys 		Application form

For an informal chat about this post please contact Karen on **07434 366128**.

COVID 19 – safety measures

We have implemented Covid-19 safety measures, including making available PPE, installation of floor and desk standing screens, as well as hand sanitiser dispenser units. We are open to the public on an appointments basis only and have introduced an intercom entry system to manage footfall. These changes have been introduced for the safety of staff, volunteers and the public.