

**Part-time Health and Wellbeing Coordinator**

Salary £24 700 for full-timers pro rata

Working Hours: 18 hours per week (Part-time)

Pension: 5% employer’s contribution

Length of contract: Contract expires 31st March 2023

Reporting to: The Welcoming Director or a senior member of staff.

Staff reporting to this post: None

**Purpose of the role**

Reporting directly to the Director or a senior member of staff the part-time Health and Wellbeing Coordinator will be working closely with the Welcoming a Greener Future (WAGF) and Befriending Programme Managers to organise and deliver walking, jogging, cycling, swimming and other health-related physical activities to isolated New Scots in Edinburgh.

**Main duties**

* To undertake holistic assessments and co-design Health and Wellbeing Plans with individual service users, identifying support needs to ensure maximum engagement in improving health and well-being among service users at the Welcoming.
* To liaise with WAGF and the befriending programme managers and provide holistic health and wellbeing activities.
* To establish and maintain effective liaison with stakeholders including health, voluntary, social and education resources, attending relevant meetings as necessary.
* To work in collaboration with voluntary and community organisations to build a comprehensive Health and Well-being resource for The Welcoming staff and service users.
* Provide quarterly comprehensive outcome focused reports detailing the progress of the service and complete annual Self-Monitoring Annual Report (SMAR).
* To keep records of post holder’s work and adhere to confidentiality, information sharing protocols and provide monitoring information as required.
* To pro-actively engage with New Scots and refugees to meet their individual needs.
* To demonstrate activities for The Welcoming’s New Scots and refugees in line with our agreement with the Edinburgh Integration Joint Board.
* To work as part of a team, and to maintain good working relationships with colleagues.
* Respect the unique contribution of every individual and work positively in an equal opportunity and diverse environment.
* To undertake any other relevant duties as directed by line manager.

**Key working relationships**

**Internal:** The Welcoming workforce.

**External:** Service users, funders, volunteers and partner agencies

**Person Specification**

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| **Essential** | **Desirable** |
| **Education and Qualifications** |
| * Educated to Degree or Diploma level with substantial years of experience in facilitating group activities.
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| **Experience** |  |
| * Relevant experience and knowledge of working with, managing and motivating isolated New Scots and refugees.
* Experience in developing and updating policies and procedures in the voluntary sector.
* Safeguarding and protection.
* Experience of positively embracing and adapting to change.
* Relevant experience planning, prioritising and delivering activities to communities.

  | * Working with New Scots and refugees.
* Facilitating activities and online.
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| **Knowledge, skills and attributes** |  |
| * Excellent communication and interpersonal skills, including speaking clearly and being understood by those who have English as a second language.
* Good knowledge and understanding of the motivational and training needs, and pastoral support, of New Scots and refugees.
* Ability to develop effective relationships with a wide range of voluntary, public and private sector organisations
* Excellent IT skills including Microsoft Office and prepared to learn new skills and to embrace and harness new technology
* Flexibility and a willingness to adapt to changing needs and environments.
* Commitment to the vision and the values of The Welcoming
* A proactive approach, including an ability to work on own initiative, as well as part of a team.
* Ability to handle sensitively, and with compassion, the needs of our locally-based volunteers and participants.
* An understanding of and a commitment to equal opportunities.
 | * Knowledge of voluntary sector and community organisations across Edinburgh.
* Understanding of the issues that affect New Scots and refugees.
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