

## Job description

# Service Coordinator

## Arts and Greenspace Wellbeing Coordinator

**This is a new role, fixed term until 31<sup>st</sup> March 2024.**

For over 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation(SCIO), registered charity number SC011052) has tackled the causes and consequences of homelessness.

We understand there is no “one size fits all” approach to supporting people towards more positive and stable futures. That’s why all our work is values-led and relationships-based. We meet people where they are, and support them towards where they want to be.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality by our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent services across all locations and in all our activities. Our way of working is built on our four core values:

**Compassion:** We believe that everyone should have the chance to change, no matter how long that might take.

**Respect:** We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

**Integrity:** We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

**Innovation:** We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

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## 1 General

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Funding from Thrive Edinburgh has created the opportunity for two exciting new projects to be developed - City (E) Scaping and Brown into Green. Both projects are closely related and will use arts-based approaches to develop a range of places and spaces across the city that promote and enhance mental health and wellbeing.

The Arts and Greenspace Wellbeing Co-ordinator will use creative approaches to bring the projects to life, maximising the impact of arts and greenspace on wellbeing.

About the Projects:

**Thrive City (E) Scaping-** Using arts-based approaches to develop a range of spaces and places across the city that promote and enhance mental health and wellbeing. The first two developments are creating a Thrive space at The Access Place and Linburn Walled Garden.

**'Brown into Green'**- Working with **Edinburgh Health and Social Care Partnership (EHSCP)** staff in different settings to transform a number of EHSCP places and spaces into more nurturing environments to support staff wellbeing.

The post holder is responsible for the coordination and delivery of both projects. Partnership working and relationship building with stakeholders is also vital in this role. This post is overseen and supported by a Service Manager and an Advisory Group.

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## **2 Main Aims**

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The key outcomes expected from this role are:

- Delivery of community consultations
- Support the development of spaces, co-ordinating links between key partners
- Work in partnership with Edinburgh and Lothians Greenspace Trust on the development of Brown into Green infrastructure
- Coordination of arts-based activities
- Work with community artists to bring together arts and greenspaces to improve mental health and wellbeing
- Evaluate the impact of the projects

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## **3 Tasks and Responsibilities**

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### **Community consultation/involvement**

- Conduct community consultations in a range of settings and with a range of communities/stakeholders/service users
- Use community consultations to shape spaces and places maximising impact on mental health and wellbeing
- Involve the community/stakeholders/service users in the design and implementation of arts and greenspace
- Create community events to encourage use of spaces and places
- Promote and enhance the use of arts and greenspace as a means to benefit health and wellbeing
- Support the embedding of arts and greenspaces as community assets

### **Partnership Working**

- Co-ordinate and develop a range of partnerships with stakeholders including NHS, Third Sector Organisations, community groups and service users
- Facilitate partner meetings/network meetings to ensure maximum impact of projects and link in to other relevant initiatives/developments
- Link to other Cyrenians services/areas of work including recovery, Veterans services and homelessness prevention to ensure maximum impact and sustainability
- Work in partnership with Edinburgh and Lothian Greenspace Trust on the development and implementation of the green space element of the projects
- Work with a range of community artists to deliver arts-based approaches and art projects/installation.

## Arts and Green

- Promote the positive impact of arts and greenspace on mental health and wellbeing
- Work with ELGT to develop project timelines, purchase materials and recruit volunteers to support with infrastructure projects
- Create opportunities to share the work and impact
- Link into relevant arts and greenspace initiatives/programmes across the city
- Identify delivery partners to support participants learning and participation in green activity

## Measuring and Valuing

- Gather regular data - for Cyrenians quantitative and qualitative - processes
- Develop creative and inclusive ways to evidence the impact of the projects
- Share impact of the project with relevant partners and stakeholders

## Promoting best practice in delivery of community-based projects

- Keep up to date with relevant policy and practice
- Ensure service users are treated with dignity and respect at all times, in line with the charity's values
- Promote good practice – with consistent standards of high-quality service for all involved
- Report any concerns or issues relating to service delivery to the Service Manager immediately

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## 4 Person Specification

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<b>Knowledge and Experience</b>	
At least 3 years, experience of community arts delivery and arts-based approaches	Essential
Experience of greenspace and garden development	Desirable
Knowledge of the impact of the arts and greenspace on mental health and wellbeing	Essential
Experience of managing and developing partnerships	Essential
Previous experience of working in a similar role	Desirable
Experience of community engagement and developing creative community consultations	Essential
Supervision of volunteers and/or sessional staff	Essential
Fostering inclusive practice which recognises and values the unique contribution of each individual	Essential
Lived experience of homelessness and/or mental health and/or care experience	Desirable
<b>Skills</b>	
Project management skills with a proven capacity to manage a diverse workload and prioritise effectively to meet deadlines	Essential
Excellent inter-personal skills, including: <ul style="list-style-type: none"><li>○ Strong listening skills</li><li>○ Presentation skills</li></ul>	Essential

<ul style="list-style-type: none"> <li>○ Ability to motivate volunteers and the public</li> <li>○ Written and verbal communication skills</li> <li>○ Relationship building and networking abilities</li> </ul>	
Effective IT skills, including use of databases	Desirable
Interviewing and selection skills with the ability to deliver training	Desirable
<b>Values and attributes</b>	
Able to work collaboratively as part of a team but also independently and proactively	Essential
A sensitive and professional approach towards colleagues, volunteers and clients, respecting confidentiality and anti-discriminatory practice	Essential
Excellent organisational skills	Essential
Excellent written and verbal communication skills	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Flexibility, tenacity and willingness to go the extra mile	Essential
Positive thinker and creative problem solver Ability to work autonomously within charity's systems, Policies and ethos	Essential
<b>Qualifications and training</b>	
Related fields (One or more of the following): Arts; Community Development /Education; health and social care; Horticulture; garden design	Desirable
Health and safety; First Aid	Desirable

### **Circumstances**

- Able to work flexible hours in line with the requirements of the Service
- Ability to travel independently across the area of the service

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## **5 Terms & Conditions**

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<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via the Chief Executive of Cyrenians)
<u>Line Manager:</u>	Service Manager
<u>Liaison with:</u>	Other Cyrenians staff, Thrive Edinburgh Partners, Edinburgh Health and Social Care Partnership, Edinburgh and Lothians Greenspace Trust and NHS Lothian staff
<u>Workplace:</u>	Various locations across Edinburgh primarily and some working in Wilkieston, West Lothian. Blended-working arrangements are currently in operation
<u>Working Hours:</u>	28 hours per week, which may include occasional evening and weekend work
<u>Annual Leave</u>	25 days plus 10 public holidays (pro-rata)
<u>Salary:</u>	£26,068 – £28,639 per annum pro rata (scale points 25-28 This equates to <b>£19,727 per annum</b> for a 28 hour week at SCP25

<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
<u>Disclosure:</u>	PVG Scheme membership required
<u>Duration:</u>	The role is fixed term, funded until 31 <sup>st</sup> March 2024.

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## **6 Closing Date and Interviews**

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**Closing date:** 12 noon on Monday 23<sup>rd</sup> May

**Interviews:** will be held on 9<sup>th</sup> June at our head office in Norton Park.  
A second interview will be conducted with preferred candidates at a time mutually agreed

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.

If you have any questions or would like the opportunity to have an informal chat about the role prior to applying please contact [rebeccasimpson@cyrenians.scot](mailto:rebeccasimpson@cyrenians.scot)