

POSITION DESCRIPTION

POST TITLE:	Community Radio and Activities Worker
HOURS OF WORK:	35hrs per week – evenings & weekend work will be required
SALARY GRADE:	£22,052 – £24,196
RESPONSIBLE TO:	Senior Team Leader – Camglen Radio
BRIEF DESCRIPTION:	<p>Healthy n Happy Community Development Trust (HnH) Vision is to make Cambuslang and Rutherglen the healthiest and happiest places to live in Scotland. HnH is an ambitious, energetic and successful community led organisation.</p> <p>The key purpose of this role is to:</p> <ul style="list-style-type: none">• As part of the CamGlen Radio team, work with and support local residents and the wider community to participate in a thriving and diverse full-time community radio station. By undertaking grassroots engagement and capacity building work, you will support local residents to take the lead, improve their skills and confidence, positively progress through their volunteering journey and use their influence to help improve life in their community for all.• Support a wide range of broadcast-related activities, including but not limited to: programming, audio production (live & pre-recorded), developing & delivering training, youth work & supporting participants with long-term health conditions• Coordinate and deliver activities and events for HnH, working collaboratively across the organisation in order to achieve our strategic objectives.

Key Responsibilities:

1. CamGlen Radio, support & development

- 1a. Working with local residents and community organisations, support and oversee delivery of a broad range of opportunities and engagement activities.
- 1b. Provide support for CamGlen Radio's volunteering programme & broadcast operations, including:
 - Building relationships with volunteers, supporting them to fully participate in and take ownership of a wide range of roles within the station
 - Supporting volunteers with long-term health conditions, additional support needs and/or disabilities, ensuring that their involvement is meaningful, valued and rewarding
 - Supporting volunteers to progress through their individual volunteering journeys at their pace: identifying goals and nurturing their development.
 - Supporting 'behind the scenes' broadcast and non-broadcast operational activities including production, technical aspects, activity coordination, external partnerships, marketing and events.

- Ensuring that volunteers are consulted and involved in decision making: shaping the future of the station
- 1c. Supporting the planning and delivery of funded programmes and activities, ensuring that effective monitoring systems are in place and are kept up to date at all times.

2. Activity/Event Coordination and Delivery

- 2a. Work collaboratively across the organisation to develop and deliver HnH services, activities and events that help people to:
- Build Personal Connections and Relationships
 - Get active, outdoors and green
 - Enjoy the benefits of local culture, arts and radio
 - Engage in lifelong learning and skill building
 - Lead and participate as influential citizens
- 2b. Support the delivery of key programmes within HnH, including (but not limited to) Wellbeing in the Community, Paths to Places (walking and cycling), green health (including mental health), creative arts and large-scale community engagement events.
- 2c. Regularly and proactively collaborate with the Healthy n Happy staff team, making connections and progressing opportunities across the organisation. This includes active involvement in cross team planning/delivery, marketing/comms meetings and specific project groups.
- 2d. Produce high quality content, information resources and promotional materials. Create and disseminate in print, web and social media formats with management and staff team input.
- 2e. Keep participants, volunteers and local residents up to date on all HnH services, activities and opportunities.
- 2f. Proactively raise the profile of HnH with potential referrers, partners, funders and communities through effective communication/promotion. Actively and regularly network with a range of local contacts, developing positive connections and working relationships.

3. Organisational Excellence, Standards and Systems

- 3a. Be responsible for delivering and maintaining a standard of service excellence at all times, working to ensure that people find what they are looking for/need easily and quickly and that they have a high-quality experience.
- 3b. As required, support hourly rate workers and volunteers in their designated roles, providing advice, guidance and support.
- 3c. Keep all files, records and database systems up to date at all times and complete all monitoring and evaluation statistics, reports and impact stories/case studies as required.
- 3d. Commit and adhere to Healthy n Happy's values and principles, ensuring you are a team player and collaborator with staff, volunteers and local residents and communities.
- 3e. Adhere to Healthy n Happy standards, policies and procedures and operational plans at all times.
- 3f. Be accountable to the Board of Directors and to local residents and communities.
- 3g. Undertake any other duties and responsibilities mutually agreed which are within the scope of the post.

PERSON SPECIFICATION

Person Specification – Community Engagement and Activities Worker

Successful candidates will be required to have/apply for PVG membership

(E = Essential D = Desirable)

EXPERIENCE OF WORK

- E Proven track record in creative industries, preferably in community media/radio
- E Experience facilitating groups, workshops and/or courses
- D Experience delivering wellbeing projects and activities
- E Radio programme production
- E Audio editing / production
- E Working with people and groups of all ages with varied levels of ability/vulnerability
- E Collaborative working with local agencies, community groups and project participants
- E Using a range of monitoring and evaluation tools and writing effective case studies
- D Delivering community activities, which could include arts/music/creative/nature-based activities
- D Youth Work
- D Creating promotional materials and organising public events

SKILLS

- E Ability to engage, influence and negotiate with a wide range of audiences
- E Establish rapport and building effective relationships
- E Radio programme planning / production
- E Audio production / editing
- E Strong written and verbal communication skills
- E Strong interpersonal skills
- E Effective facilitation skills
- E Project management and delivery skills
- E Training and presentation skills
- E Planning, coordination and organisational skills
- E Good ICT skills

KNOWLEDGE AND UNDERSTANDING OF

- E Coproduction and collaborative working with volunteers in a media setting
- E Creating good radio content
- E Group facilitation, both with adults and young people
- D Delivery of health and wellbeing-based activities/sessions
- D Person-centred planning
- D Arts, music, creative, outdoor/nature-based inputs and activities
- D Communities in Cambuslang, Rutherglen
- D Social model of health and community-led approaches

PERSONAL ATTRIBUTES

- E Proactive, self-motivating and strong use of initiative
- E Strong team player – from project teams through to whole organisation
- E Confident communicator in one to one and group settings
- E Flexible with a can-do attitude
- E Non-judgemental approach
- E Enthusiastic
- E Commitment to being environmentally friendly