The Women’s Centre Glasgow

**Job Description**

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| Job Title: | Health and Wellbeing Project Worker |
| Hours: | 35 hrs |
| Salary: | £28,000 |
| Responsible to: | Centre Manager |
| Contract: | Permanent |

*This role is subject to Adult and Child PVG scheme membership*

**Core purpose of the role**

* To improve the health and wellbeing of women through a range of activities
* To develop and oversee the Women’s Centre’s volunteer programme

The post involves the delivery of a wellbeing programme via The Blooming Well Being Project at The Women’s Centre. This is a two year funded project open to all women and their children accessing the centre.

The successful candidate will work with a number of volunteers and tutors to deliver the existing programme which includes health awareness, yoga, reiki, mindfulness, arts & crafts, day trips and events, as well as introducing new activities to meet the needs of current users of the centre and to attract new users. The successful candidate will develop a robust volunteers programme.

**Key Responsibilities**

* To manage the existing programme of wellbeing activities at the centre
* To build on the existing programme to broaden the centre’s health and wellbeing offering, through identifying and responding to the requirements of current and potential centre users.
* To identify and work with other organisations to offer a wide-ranging and effective Health and Wellbeing Programme.
* Provide general advice to women and their families on issues relating to their wellbeing

* Maintain and develop strong community partnerships
* Signpost women into other specialist advice services on a needs basis
* Identify and refer women into the centre counselling service
* Develop and implement monitoring and evaluation of wellbeing activities delivered at the centre
* Design promotional material and actively promote the service to women across Glasgow
* To develop a Volunteering Programme which supports the aims of the centre
* To recruit, induct and support volunteers to assist with needs of service users
* To support volunteers to have a positive and empowering experience of voluntary work
* Facilitate the centre drop-in café and organise a rota of wellbeing volunteers to be present at the café, to deliver cafe activities and to buddy women with higher support needs
* Organise a quarterly support meeting with the centre volunteers
* Oversee and document all grant funding and expenditure across the project
* Provide information and stats for project evaluation
* Provide a friendly, caring and welcoming atmosphere to all women and children using the centre
* Make a positive contribution as part of the team at The Women’s Centre
* Take an active role in the overall running of the centre
* To work occasional evenings and weekends
* To carry out any other duties that may reasonably be expected

**Person Specification**

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|  | **Criteria** | **Essential** | **Desirable** |
| **Knowledge and Experience** | 1. Knowledge and understanding of mental health & wellbeing | Essential |  |
|  | 1. Relevant work experience in a similar role or with transferable skills | Essential |  |
|  | 1. Knowledge of the voluntary sector in Glasgow or demonstrable experience of building a network | Desirable |  |
| 1. Experience of developing and implementing a programme of activities | Essential |  |
| 1. Experience of managing  volunteers, including recruitment processes and coordinating rotas | Essential |  |
| **Skills, abilities and competencies** | 1. Excellent communication skills, experienced and confident in communicating with a wide range of people and through a variety of methods | Essential |  |
| 1. Ability to work independently and adapt to changing and unexpected circumstances | Essential |  |
| 1. Excellent numeracy, literacy and report writing skills with the ability to maintain accurate records | Essential |  |
| 1. Good IT Skills | Essential |  |
| 1. Ability to work as part of a team | Essential |  |
| 1. Strong administration and personal organisational skills | Essential |  |
| **Personal attributes** | **Criteria** |  |  |
|  | 1. An understanding of the values of The Women’s Centre and a commitment to empower women to reach their full potential | Essential |  |
|  | 1. A  solutions-focussed approach to work and good problem solving skills | Essential |  |
|  | 1. A demonstrable personal commitment to equal opportunities and challenging discrimination | Essential |  |
|  | 1. Positive, enthusiastic and friendly attitude | Essential |  |
| **Other** | **Criteria** |  |  |
|  | 1. Previous experience of working in a community centre |  | Desirable |
|  | 1. Knowledge of the Cost of Living Crisis impact on women and families |  | Desirable |
|  | 1. Experience of planning, delivering and evaluating training, workshops and events |  | Desirable |