

The Ecology Centre

Job Title:	Case Manager
Accountable to:	General Manager
Employed by:	The Ecology Centre
Salary:	£28000 FTE, 2 year fixed term contract
Pension:	The Ecology Centre offers a pension scheme.
Hours:	37 hours per week
Location:	The primary base will be The Ecology Centre, Kinghorn Loch, Kinghorn, KY3 9YG and other locations as required by the organisation.

Purpose of role

As the Case Manager for The Ecology Centre, you will assist with the delivery of our programmes aimed at enhancing well-being through volunteering. This role will be responsible for interacting with external agencies to assist with the recruitment of volunteers, including working closely with current funders and providing all reporting requirements.

This role requires a person with experience of working with people with additional support needs, age related barriers and complex behavioural issues.

Working closely with all members of our Management team, you will be responsible for the evaluation of our volunteers including baseline studies.

This role requires a proportion of working outdoors in all weathers with our volunteers, to enable peer support opportunities.

The duties may vary from time to time at the discretion of the General Manager to satisfy the organisation's needs.

PERSONAL QUALITIES

Category	Essential Criteria	Desirable Criteria
Experience	Experience in the third sector including working with Fife based agencies Track record of project development. Knowledge of the current Scottish benefits system, with an understanding approach to our volunteers situations Ability to work as part of a team	Experience of the delivery of projects whose focus is on person centred approach. Public speaking, networking and digital media experience Knowledge of third sector funding

	<p>Previous experience of working with people with additional support needs</p> <p>Previous experience of evaluation and reporting</p>	<p>Knowledge of Fife Online Referral Tracking system (FORT), training will be provided.</p>
Skills and Abilities	<p>Good networking skills</p> <p>Demonstrable strong time management skills and ability to effectively manage workload.</p> <p>A values-driven approach</p> <p>Excellent interpersonal skills and the ability to form collaborative partnerships</p> <p>Ability to manage all aspects of a project in an effective and balanced manner</p> <p>Strong communicator with both verbal and written communications skills of a consistently high standard</p> <p>Ability to work under pressure and meet deadlines</p> <p>Methodical and organised in the approach to work, with strong attention to detail</p> <p>Ability to recognise own limitations and those associated with the post</p>	<p>Ability to problem solve and to use initiative</p>
Qualifications and Knowledge	<p>A strong understanding of both community and personal development</p> <p>Willingness to enhance own knowledge and undertake further training as necessary</p>	<p>Good networks in the third sector</p> <p>Appreciation of the link between sense of place and well-being</p>
Personal Qualities	<p>Commitment to personal development</p> <p>Leadership qualities and a desire to bring out the best in people</p>	

	<p>Good decision maker</p> <p>Ability to prioritise</p> <p>Resilient and flexible</p> <p>Ability to cope under pressure</p> <p>Kind, Considerate person</p> <p>Ability to maintain an objective and professional perspective at all times</p> <p>Ability to produce work of a consistently high standard</p> <p>Ability to recognise personal/professional boundaries at all times</p>	
Other Requirements	<p>IT Literate, including knowledge of Microsoft applications</p> <p>The post may require some evening and weekend work, which time off in lieu will be available</p> <p>PVG will be required and provided to work with young people and vulnerable adults.</p> <p>Driving licence</p>	