



## **Project Worker**

**Annual salary: £9840pa for 16hrs/week (pro rata of £21525 for full time hours)**

**Fixed post until 31<sup>st</sup> March 2024 (pending further funding)**

Project Workers play an important role in supporting projects run by Central Wellbeing SCIO.

### **About Central Wellbeing**

Central Wellbeing was established in 2021. We facilitate peer support around mental health and wellbeing.

We are values driven and so we:

- Have a whole person asset based approach
- Champion and value lived experience by integrating it into all parts of the organisation
- Promote and encourage peer support approaches and roles in everything we do
- Offer community-based supports and choices so people can be supported when and where they need it
- Work with others to create a more equal society where good mental health and wellbeing can flourish

### **About the person we need**

You will agree with our values and show true passion for the work we do.

You will have relevant experience of supporting project delivery, including organising events, planning out activities and managing deadlines.

You will be comfortable with working with members of the public and organisations, including collecting feedback from people.

You will be available to do this work in between your other commitments and able to fit with the project timescales.

You have experience of working as part of a small team and of planning and completing work with colleagues within agreed timescales.

## Main Tasks in this post

- Working with other staff in Central Wellbeing to support the work of the charity.
- Running peer support groups in community settings
- Assisting with organising and promoting meetings and events and attending events as part of the team.
- Working with participants to co-develop the groups, to ensure they reflect their specific needs and aspirations.
- Maintaining contact with group members out with the groups, where appropriate and/or required
- Working alongside members of the Central Wellbeing team to reflect on what learning the project has brought, what difference it has made to people taking part and how it could be developed into the future.

This is an outline of the post and not an exhaustive list of duties and responsibilities, as the work we do requires a flexible approach and being able to respond to the ways projects develop. The post holder may be expected to carry out other duties and responsibilities which may reasonably arise in the course of their employment.

## Skills and Characteristics

Experience or quality	Essential	Desirable
Understanding the values and aims of Central Wellbeing	X	
Able to initiate, plan and complete tasks	X	
Able to work as part of a team	X	
Communication skills with people in a range of circumstances	X	
Confident use of Word and Excel		X
Experience of digital communication and understanding it's use in a work context	X	
Experience of community development activities (in a wide sense, not just paid roles)		X
Experience of organising small events		X
Driving license and access to a car		X

## Working arrangements

## **Hours worked, salary and other terms and conditions**

For your working hours please refer to your Written Terms of Employment.

The annual full time salary is £21525, pro rata for part time hours..

This person will be line managed by the CEO. The CEO is accountable to the Board.

The pattern of work will be agreed between the post holder and line manager. Work will usually be within traditional office hours, but occasional longer or different hours and work at weekends is an integral part of the job.

Staff are entitled to 37 days of annual leave and public holidays: this is the level for full time posts and is adjusted to take account of patterns of part-time working.

The post is subject to a 3-month probationary period before any future appointment is confirmed.

***This post may be covered by the Protection of Vulnerable Groups or Disclosure arrangements. All staff at Central Wellbeing may be required to have PVG clearance at any time, and failure to secure clearance is grounds for dismissal. We may also carry out other checks for convictions or misconduct.***

## **Location**

The post will be based at our office at 5 Manse Place. You will be required to work in community venues throughout the Falkirk area.

All team members come to team meetings, training and similar activities in Falkirk where this is possible, or attend online. You will be expected to take part in some of the team meetings at the office in Falkirk/via Zoom, and may have other meetings there with colleagues.

## **More information**

Our website are a good source of information about what we do: [www.centralwellbeing.org](http://www.centralwellbeing.org)

We will try to answer questions people have about the project and the posts.

The easiest way to contact us by email: Ania Sandland – [ania@centralwellbeing.org](mailto:ania@centralwellbeing.org)