



MySelf-Management SCIO

Job Description



Job Title: Development Officer – Young People Project

Hours: 18 hrs per week

Term: Fixed Term Appointment to End Sept 2026.

Salary: £27828 pr rata (£14320 Actual salary)

Location: Home Based with regular travel as required within Highland and occasionally central belt.
A full UK driving Licence and access to a car for work purposes is required for this role.

Line Manager: Manager MySelf-Management

This role is subject to a Disclosure Scotland Check

The geographic area covered by this post covers Highland.

MySelf-Management Vision

MySelf-Management has a culture of delivering a person-centred approach to wellbeing through the promotion of self-management.

Our Vision will be achieved through the provision of self-management peer support and education for people and organisations.

Job Purpose

The post holder will support the delivery of the current and ambitious plan for MySelf-Management, focusing on the regional planning and projects.

This role will specifically focus on a new project supporting Young People, this project is funded by the Health and Social Care Alliance. The project will work with young people in Highland living with a long-term condition, young people who support/care for people living with a long-term health condition and in year 2 and 3 it will include a pilot of buddies who will be people living with long-term health conditions.

The post holder will also take a responsible role for the wider promotion and education of self-management, assisting with the existing forum and service delivery as required by the organisation to reach its strategic ambitions.

Key Responsibilities

- Actively promote self-management, health and wellbeing for people living with long-term health conditions and Long Covid.
- Work with the team to support and promote the delivery of local/regional activities and learning which focus on health and wellbeing.
- Lead on delivery of regional project commitments, including project planning, completion of reports, end of project findings and relevant presentations. This role is specifically focused on the new project with young people. The project will operate in Highland and focus on upskilling young people in self-management.
- Support the development of a range of information resources.
- Deliver self-management information/awareness sessions.
- Assist with planning and hosting the quarterly Highland Self Management Forum meetings
- Attend and contribute to meetings in-person and online, locally and nationally.
- Actively promote the work of MySelf-Management and help publicise self-management to the media and public.
- Contribute to the development and growth of community learning in Self-Management
- Work with the Manager to seek funding opportunities and complete/submit applications forms.
- Work within the wider team to ensure we are delivering a blended approach to peer support and learning, developing, and embedding the learning from the Pandemic and digital delivery lessons.
- Liaise closely with NHS Highland, Highland Council, individuals, groups, businesses, and other intermediaries in regard to self-management, health and wellbeing within Highland.
- Disseminate/signpost to good quality, factual information relating to health and wellbeing.
- Contribute to ensuring flow of information between partners/volunteers/community workers.
- Contribute effectively to meetings and forums as required.
- Support the measurement of impact, monitoring and evaluating across identified activities/actions
- Provide support to the MySelf-Management team in the absence of the Manager.
- The post holder should be prepared to attend meetings in different parts of Scotland and will be expected to undertake other appropriate duties as required for the effective operation of the organisation.

- Some meetings/events may be during evenings or weekends. These will be in keeping with your remit and responsibilities.

What you will bring to the role

- Excellent communication skills and confidence to present both online and in person, as well as the ability to facilitate and communicate to groups and larger audiences.
- Effective interpersonal, planning, organisation, and evaluation skills.
- Very good digital skills, an ability to work with basic Microsoft programmes and some experience of working with an online meeting platform.
- Experience and knowledge of inter-partnership working and delivery of at least one distinct project or pilot.
- Experience of working with young people is essential.
- Ability to establish and maintain an effective network of individuals including volunteers, service users and other stakeholders.
- Ability to produce reports relevant to workstreams and complete funding applications and present and report on findings.
- Understanding of self-management its benefits and relevancy to living well with a long-term condition or Long Covid.
- Good knowledge of local and national policy and service delivery relating to self-management and health and wellbeing.
- Experience/knowledge of working with people living with long-term conditions.
- Experience/knowledge of working with and managing volunteers.
- Eagerness to build on existing knowledge and any qualifications relevant to role.