**The Ecology Centre** A logo with a green tree

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**Job Title: Case Officer**

Accountable to: General Manager

Employed by: The Ecology Centre

Salary: £28000 pro rata, 1-year fixed term that may be continued dependant on funding being secured.

The Ecology Centre offers a pension scheme. Hours: 28 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 Officer**, you will assist with the delivery of our No one left behind service agreement with Fife Council 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 may occasionally require 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**

Experience in the third sector including working with Fife based agencies

Some knowledge of the current Scottish benefits system, and third sector funding would be useful but not essential, 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 essential

Previous experience of working with people with additional support needs

Previous experience of evaluation and reporting

**Skills and Abilities**

Good networking skills

Demonstrable strong time management skills and ability to effectively manage workload.

A values-driven approach

Excellent interpersonal skills and the ability to form collaborative partnerships

Ability to manage all aspects of a project in an effective and balanced manner

Strong communicator with both verbal and written communications skills of a consistently high standard.

Ability to work under pressure and meet deadlines Methodical and organised in the approach to work, with strong attention to detail.

Ability to recognise own limitations and those associated with the post.

Ability to problem solve and to use initiative.

**Qualifications and Knowledge**

A strong understanding of both community and personal development

Willingness to enhance own knowledge and undertake further training as necessary

Appreciation of the link between sense of place and well-being

**Personal Qualities**

Commitment to personal development

Leadership qualities and a desire to bring out the best in people.

Ability to prioritise and cope under pressure

Ability to produce work of a consistently high standard.

Ability to recognise personal/professional boundaries at all times.

**Other Requirements** IT Literate, including knowledge of Microsoft applications.

The post may require some evening and weekend work, which time off in lieu will be available PVG will be required and provided to work with young people and vulnerable adults.

Driving licence would be advantageous.