

## **Edinburgh Old Town Development Trust**

The Crannie  
9 Cranston Street  
Edinburgh EH8 8BE

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## **Job Title: Community Wellbeing Coordinator**

**Responsible to: Community Development Manager**

**Salary & hours:** £26,500 pro rata for 18 hrs over 3 days

**Expected start date:** 2nd September 2024

**Contract type:** Fixed term contract until 31st March 2025, with continuation available on receipt of further funding.

**Place of work:** The Crannie, 9 Cranston Street, Edinburgh, EH8 8BE

### **Background**

EOTDT is a resident-led development trust which works to foster and nurture the development of a sustainable and cohesive community for the residents of Edinburgh Old Town. The Trust's staff and team of local volunteers work to encourage and support community development, providing a range of education, training and wellbeing activities aimed at improving life for residents. EOTDT recently opened a community hub (The Crannie) to further the promotion of these activities. In response to Covid and lockdown in the community we are working to support better mental health and tackle isolation in the community.

### **Description of duties:**

- Coordinate and maintain the current wellbeing programme of groups and activities, including Gentle Yoga, Women's Wellbeing Group, Community Dance Group and Community Garden Collective
- Develop the wellbeing programme at The Crannie Community Hub alongside the Community Development Manager
- Develop wellbeing focussed activities in response to resident need and interest, including launch of the new mindfulness group.
- Support the 'Create and Connect' Programme alongside the Community Development Manager and develop a wider range of wellbeing specific activities at The Crannie community hub, developing peer support and activities
- Support the planning and delivery of ad hoc community events throughout the year.
- Develop and implement systems of support and signposting for mental health resources for community members
- Occasional evening/weekend work to supervise groups and activities.

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- Occasionally assist the Community Development Manager with small funding applications and grants to support the activities and groups within the programme
- Create ongoing and regular methods of evaluation for the wellbeing programme and individual groups
- Develop and support volunteer and community leadership roles that support further wellbeing work in the community
- Work as part of The Crannie team to welcome and support community members within the centre.
- Work alongside The Crannie and general EOTDT team members to develop relationships with partner organisations and local residents, exploring and developing ideas to support mental health and wellbeing in the community.
- Attending networking events and meetings when appropriate.
- Create relevant marketing materials to promote and support wellbeing projects, and use social media to distribute these.
- Any adhoc jobs as assigned by the Community Development Manager or other senior staff.

### Key Competencies

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| <i>Personal Qualities, Skills and Experience</i>  |           |
| Excellent communication, interpersonal and team-building skills   | Essential |
| Ability to inspire and motivate others  | Essential |
| An inclusive, non-judgemental and positive attitude   | Essential |
| A flexible, supportive and responsive way of working with people  | Essential |
| Creative thinking and problem-solving ability   | Essential |
| Self starter – ability to work on own initiative  | Essential |
| Good at working as part of a small team   | Essential |
| Knowledge and understanding of community and social issues and ability to work within the key values of EOTDT | Essential |
| <i>Previous Experience</i>  |           |
| Experience within the community sector  | Essential |
| Experience organising and implementing a programme of community groups and activities                         | Essential |

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| Experience working as part of a team to support community groups                                 | Essential |
| Experience with evaluation and report writing  | Desirable |
| Experience with marketing and social media   | Desirable |
| Understanding of mental health issues and wellbeing practices.                                   | Essential |
| Understanding of the landscape of the community sector in Edinburgh, in particular the Old Town. | Desirable |
| Understanding of how socio-economic issues intersect with physical and mental health issues      | Desirable |
| Understanding of trauma informed practices within community workplaces                           | Desirable |

To apply for this role please send a C.V and a cover letter (no more than 2 sides of an A4 page) to [admin@eotdt.org](mailto:admin@eotdt.org) explaining how you would carry out this role and how you meet the key competencies.

We are committed to equality of opportunity for our staff, our volunteers and our members. We are an equal opportunities employer. In respect of staff and volunteer positions, we welcome applications from individuals without regard to age, disability, sex, gender reassignment, sexual orientation, marriage and civil partnerships, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), and religion or belief.

The deadline for applications is 9th of August, 2024 at 12pm. We plan to hold interviews across the 13th-15th of August.

This role is funded by the Edinburgh Voluntary Organisations Council.