

Community Wellbeing Collective (CWC) Coordinator - Role Description
Deadline for Applications 6th August

'Wellbeing for the people, by the people'
Community Wellbeing Collective (CWC)

Job title: Coordinator (Freelance)

Salary: £12p/h, 17.5h/week

Location: Onsite in Wester Hailes Edinburgh, occasional hybrid working

Working Pattern: To be agreed between CWC and successful candidate

Contract: Beginning 26th August until 31st May 2025, with aim for long term arrangement, this role includes a 3 month probationary period

The CWC is a diverse collective of over 30 people, initiated by social practice artists Jeanne van Heeswijk and Bobby Sayers commissioned by Edinburgh Art Festival in partnership with WHALE Arts. The CWC aims to remove barriers to better wellbeing and create together a more just world. We collectively run The Community Wellbeing Space, a social artwork with free wellbeing activities by local members.

The CWC is seeking a dedicated person with passion for community building and good communication skills for the position of one of two employed Community Wellbeing Collective Coordinators, who are supported by two advisory coordinators, an experienced board and a grass-roots community collective. This role includes organising with and supporting collective members, being a safeguarding lead for the organisation, leading on groundbreaking partnerships, record keeping and communication tasks. The role starts on the 26th August, which is an exciting time for Community Wellbeing Collective as we prepare to open a brand new Community Wellbeing Space.

We value lived experience as well as professional experience and formal training, and strongly encourage everyone who feels they would thrive in this role to apply. We welcome applicants who will learn alongside us in the role and we provide numerous and high quality training opportunities both in formal qualifications and unique trainings with renowned community practitioners, artists and local members.

- To apply, please send your **CV** and a **cover letter of no more than 2 pages**, or an **audio file or video of no more than 5 minutes** to communitywellbeingcollective@gmail.com by **6th August 11.59** Please indicate why

you are interested in the role, what you would hope to bring to it, and which partnerships listed in the role description you would be most excited about leading on.

- Interviews will be held on **12th August** (other dates possible on request), in person in Edinburgh where possible (although we can accommodate online interviews), **start date 26th August**.
- This role is guaranteed from August 2024 - May 2025. It is an integral role in the Community Wellbeing Collective and will be funded into the future as a high priority, however due to the nature of being a small charity, we often fundraise on shorter cycles than larger organisations. We hope to work with you for many years!
- This role will require a reference and a DBS check, any criminal record which would not give cause for concern of your ability to carry out this role will not affect the selection process.
- Don't hesitate to be in touch via email with any questions or requests for further conversations about the role.
- To learn more about the Community Wellbeing Collective visit www.watchthisspace.online

Essential Criteria:

Communication Skills: Ability to communicate clearly and effectively, with strong listening skills and a thoughtful approach to difficult conversations.

Collaborative Working Skills: Proven ability to work collaboratively, taking joint decisions and empowering others, listening to collective members and building agency.

Commitment to Equality, Diversity & Inclusion: Demonstrated experience in applying anti-oppressive principles, specifically anti-racist and anti-ableist practices.

Willingness to Learn: Enthusiasm for continuous learning and adaptation within an organisation facing new challenges and opportunities over time.

Organizational Skills: Strong organizational skills, with the ability to prioritize and schedule work effectively, including managing administrative tasks and face-to-face work.

Project Leadership: Experience in leading projects with diverse partners and participants, considering everyone's needs and overseeing multiple projects simultaneously.

Technical Proficiency: Proficiency in using email, WhatsApp, Google Drive, Google Sheets, and other relevant tools, with experience in budgeting and scheduling.

Desired Criteria:

Familiarity with Wester Hailes: Understanding of the diverse experiences and challenges of living in Wester Hailes or similar working-class areas.

Safeguarding: Experience or training in professional safeguarding practices.

Interest in Social Practice: Strong interest in social practice, understanding social relations as art and appreciating the role of imagination in creating collective futures.

Contextual Understanding: understanding of the structural and political factors affecting community wellbeing and insight into how CWC's work relates to and can act to change them.

Mental Health and Wellbeing: Expansive understanding of mental health and wellbeing, considering systemic oppression and familiarity with alternative practices promoting collective wellbeing.

Knowledge of Charitable Law: Knowledge of charitable law, particularly for developing policy and ensuring compliance.

Employment and Human Resources Experience: knowledge of industry standards of recruitment, contracts, training and wellbeing at work.

Role Description

This is a varied role, not all elements described will part of your day-to-day work, but all will be necessary within the role. Key Responsibilities include:

Leading on Safeguarding

You do not need to already be qualified for this responsibility, training will be provided, and advisory coordinators and board members will support you in responding to any safeguarding concerns.

Safeguarding is a mutual responsibility. Trained Designated Child and Vulnerable Adult Protection Leads will also lead on:

- **Policy Development:** Develop and update the safeguarding policy regularly to ensure compliance with current best practices and legal requirements.
- **Delivering Training:** Organise and conduct regular training sessions for all staff and volunteers on safeguarding policies, recognising signs of abuse, and responding to disclosures.
- **Ensuring Implementation of Policy:** Monitor and ensure the safeguarding policy is effectively implemented across the organisation.
- **Being a Point of Contact:** Serve as the main point of contact for any safeguarding concerns or issues within the organisation.

- **Responding to Incidents:** Respond to safeguarding incidents promptly and make decisions in consultation with other coordinators or relevant members about appropriate actions.
- **Communication:** Communicate with the board and external professionals when necessary, regarding safeguarding matters.
- **Disclosure and Checks:** Ensure that all necessary Scottish Disclosure and full DBS checks are acquired for those who need them.
- **Record Keeping:** Ensure the secure storage of safeguarding records, including incident reports and DBS and Scottish Disclosure checks, adhering to data protection regulations.

Oversight of Communication

- **Email:** Check and respond to emails to the CWC account, communicating with other core team and members.
- **Whatsapp:** Writing and sending messages to the CWC group whatsapp, working cluster whatsapp and individual members to arrange work and respond to any issues, checking messages with other coordinators when sensitive.
- **Monthly email:** Checking and sending drafts of monthly emails written by the Copywriter and Comms Lead.
- **Address Needs:** Communicate identified needs of the collective with the core team and propose solutions, such as meeting activities, training sessions, work re-organisation, or 1-2-2 meetings.

1-2-2 Meetings

- **Organise 1-2-2 Meetings:** Schedule 1-2-2 meetings with each member regularly and additional meetings when a member needs a formal space to be heard and supported, arranged on request by the member or coordinator. 1-2-2 meetings are also used in the membership process for joining meetings, and exit meetings. Match availability of the member with two appropriate listeners, ensuring one is a coordinator.
- **Participate in 1-2-2s:** Attend 1-2-2 meetings with at least one coordinator as a listener. Listeners are responsible for asking questions, offering suggestions, and taking notes.
- **Maintain Records:** Keep detailed records of the outcomes and frequency of 1-2-2 meetings.

Membership Process

- **Membership Engagement:** follow the Membership Protocol to assist new members in joining and support current members in adhering to the Members Best Practice.
- **Joining and Exit 1-2-2 Meetings:** Will follow the same process of organisation and participation as standard 1-2-2s.
- **Address Concerns:** Receive and address concerns about members struggling to adhere to Membership Best Practices.

- **Organise Membership Review Meetings:** Organise meetings to review a member's continued membership.
- **Participate in Membership Review Meetings:** Listen, seek to find resolutions and take decisions about membership.

Organising Collective Work

Task allocation and support of working groups and other roles

- Support working groups and other job roles to carry out their tasks by holding oversight for the work they are carrying out, being a point of contact should they need support.
- Supporting CWC members to develop or create new activities, including asking if they want to try out activities during CWC meetings.
- Developing working groups by recommending members for joining and taking joint decisions with the working groups on new members joining.
- Should a working group or person in a role not be able to carry out tasks, the coordinator would take up or reallocate tasks or communicate about pausing of work.
- When there is additional opportunities e.g. an event, additional internal work or a partnership that brings opportunities for members, a coordinator would oversee this area of work or liaise with the person overseeing this area of work (if its not them) to propose members for opportunities, support with a call out to the membership and make decisions with the person overseeing the budget about fee allocation.

You would be the point of contact for the following roles:

Social Media and Comms Coordinator may review scheduled posts, liaise between Social Media and Comms lead and other members to ensure print is collected.

Space Maintenance Lead

Coordinator may support with organising Space Care Days, hold oversight for some extra Space Maintenance work e.g.. radiator repairs, communicate with Space Maintenance lead about this.

Programme Producer Coordinators feed into elements of the programme as described in the programme section of the role description. They would communicate with the Programme Producer to share advice about focuses of the programme, members with new activities and proofread copy of programme.

Community Networkers Working Group

Coordinator may follow up leads suggested by them, share notes of meetings with external partners.

External Partnership Work

- **Coordinator's Role in Partnerships:** The coordinator's role involves following and developing the Collaboration and Partnership Work policy, seeking out and receiving partnership opportunities, consulting with members for decisions on long-term

partnerships, communicating with partners including drafting letters of agreement, selecting and supporting members, and allocating member payments.

Partnerships can include:

Training: Communicating with and organising external trainers and CWC members to hold training sessions.

Creative: Leading partnerships with artists and art organisations.

Edinburgh Art Festival: Maintaining a positive and close partnership as outlined in the Memorandum of Understanding (MoU). This includes developing the MoU, maintaining consistent communication and meetings, sharing promotional material, and engaging in collaborative work.

Social Change: Facilitating CWC's work with activists, social justice organisations, think tanks, and unions to advocate for structural change that supports CWC's practices and values.

Research Partnerships: Organising research in accordance with CWC policy. This includes developing research policy, selecting and supporting members, overseeing research activities, gathering and distilling outputs, and ensuring research makes an impact.

Board of Trustees and 'Friends with Experience': Organising board meetings and preparing relevant materials, communicating with the board on governance issues, recruiting new board members, and organising wider CWC membership engagement with the board.

(You may indicate in your cover letter which partnerships you would be most excited on leading on.)

Employment

You do not need to already be qualified for this responsibility, support will be provided by highly experienced collective and board members

- **New Roles:** Determining need for new roles, liaising with a person with oversight for budget for fund and hour allocation, writing job descriptions, updating job descriptions.
- **Selection process:** when a new role becomes available, coordinators will determine if it is advertised externally or internally and contact members and support (board/advisory board) to organise an interview process.
- **Writing contracts:** Coordinators will write and develop when needed contracts for all PAYE staff, Hosts, Activity Leaders and other freelance roles. They will ask Board Members to look over these contracts and ensure they are signed before any work takes place.

Payments

Oversight of payments is held by the other employed coordinator, you may be responsible for:

Arranging Payments: All work scheduled and agreed payments must be noted in writing and agreed with an employed coordinator beforehand, they may be communicated by the programme producer or Ancher Event producer.

Sharing updates about payments: If work that is paid through standard activity payments is cancelled or new work arranged, keep records and communicate with the Administrator so that payments are adjusted.

Training

Keeping Records: Keeping up to date records of when members completed essential trainings e.g.. Host Training and Safeguarding training.

Determining need for training: Through observing work, listening to members and records of the last training employed and advisory coordinators will determine when training is needed.

Organising training: Coordinator will prompt relevant members or contact, research and invite external trainers, communicate with collective members and any external partners joining, determine and communicate payments.

Embedding Learnings from training: Most training includes the opportunity to collectively edit policy and practices members are being trained on. After training these should be edited and communicated to relevant people.

Developing the organisation

- **Anticipate and Respond to Challenges:** Maintain organisational oversight, which includes managing collective dynamics, financial timelines, and external factors.
- **Policy and Protocol Work** Write and develop policies, protocols, and work manuals by observing the practice of the collective and consulting members. Oversee the review of protocols when due, ensure they are followed, and ensure they can be implemented by others.