**Job Title: Project Worker**

**Reporting to: Development Worker/Project Lead**

**Salary: £24,308 pro-rata**

**Hours: 21 hours per week (Monday to Friday with occasional work in the evenings and at the weekend – working days to be agreed)**

**Term: Fixed post until 31st July 2025 (may be extended subject to funding)** Logo, company name

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**About Healthy and Active in East Kilbride**

Healthy and Active in East Kilbride support local people to live healthy and happy lives by offering a range of services that promote inclusion, independence, and empowerment.

This is driven by our overall vision ‘To improve the quality of life, mental and physical health, wellbeing, independence and inclusion of people and communities in the East Kilbride locality, by providing relevant services, improving access to other local supports and activities, and by working effectively with a wide range of partners’.

The organisation delivers a diverse range of services including health and wellbeing initiatives, community engagement and development, getting outdoors and connecting with nature, and climate action and awareness.

Healthy and Active is also a partner in Connected East Kilbride, a wider community development partnership working to connect local people and organisations, with the aim of improving the lives of people in East Kilbride.

**The Role**

The organisation is looking for a dedicated and passionate Project Worker to join our team, working on our health and wellbeing and community development initiatives. The successful candidate will play a vital role in planning, implementing, and evaluating projects relating to enhancing community health and wellbeing by working with local people and their communities. This position offers an opportunity to make a significant impact within East Kilbride.

The role will involve working with our Development Worker and the wider team ensuring that projects are delivered timeously and successfully, making a difference to local people and helping to build more vibrant and connected communities.

**The person**

To be considered for the role you must be able to demonstrate your understanding and experience of working with communities and the people within them.

The ability to work with people from a diverse range of backgrounds is important, as is the ability to work effectively on your own, or as part of a wider team.

A motivated individual with a ‘can do’ attitude is a must, and previous experience is required.

Further requirements are included in the Job Specification for the role.

If you are driven by a desire to improve local communities and have the skills and experience to excel in this role, please apply now by completing the Application Form and Equality and Diversity Form.

Closing date for applications: Friday 23rd August 2024

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| JOB DESCRIPTION:  To work as part of the project team implementing and successfully delivering projects within Healthy and Active in East Kilbride |

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| PERSON SPECIFICATION |

Responsibilities:

1. Project Planning and Implementation:
   * Collaborate with the project team to develop project plans and outcomes aligned with community engagement and health and wellbeing goals.
   * Coordinate project activities, timelines, and resources effectively to ensure successful implementation and delivery.
   * Monitor project progress, identify and address any issues or risks that may arise, and adjust plans as necessary.
   * Produce high-quality written reports and contribute to the overall evaluation process.
2. Health and Wellbeing:
   * Plan and coordinate projects that promote physical and mental health, emphasising the connection between resilient and connected communities and health and wellbeing.
   * Work as part of the project team, delivering health and wellbeing projects to empower individuals and communities to adopt healthy lifestyles and sustainable practices.
   * Develop partnerships with public health partners and local community organisations to expand the reach and impact of health and wellbeing initiatives.
3. Evaluation and Reporting:
   * Monitor and evaluate project outcomes and impact using appropriate qualitative and quantitative tools.
   * Prepare regular progress reports, documenting achievements, challenges, and learning.
   * Provide recommendations for improvement and identify opportunities for future projects and collaborations.

Qualifications and Skills:

* Previous experience working on projects related to community engagement and health and wellbeing is highly advantageous.
* Strong knowledge of health and wellbeing concepts.
* Excellent project management skills, with the ability to prioritise tasks, manage deadlines, and adapt to changing circumstances.
* Effective communication skills, both written and verbal, with the ability to engage and inspire diverse audiences.
* Proficiency in using digital tools and social media platforms for communication and outreach purposes.
* Strong analytical and problem-solving abilities, with a proactive and solution-oriented mindset.
* Ability to work independently and collaboratively in a team environment, fostering positive relationships with colleagues, volunteers, and external stakeholders.
* Commitment to the charity's mission and values, with a genuine interest in making a positive impact on people's lives and their communities.

Note: This job description is a general overview of the responsibilities and qualifications required for the role of a Project Worker in a charity focused on health and wellbeing, community engagement and sustainability. It may be modified and adjusted according to the specific needs and context of the organization.