



Job Description: **Mental Health Community Development Officer**

Responsible to: The Chief Executive Officer

Salary: Up to £29117 per annum pro rata (28-hour post) + 6% contribution to pension scheme, including occasional evenings and Saturday work, based on activities and events.

Place of work: Hybrid working: Our office is at Robertson House, 152 Bath St, Glasgow, G2 4TB. You will be required to work at the office 4 days per month. Otherwise, you may work from home or at our office according to your preference.

Contract: Fixed term for 1 year, with the possibility of extension subject to continued funding.

Annual Leave: 30 days' annual leave + 10 bank holidays pro rata

Wellbeing Support: There is a commitment to support staff with health and wellbeing, with staff being able to purchase the relevant equipment to work from home. Each staff member is also allocated an annual budget for their health and wellbeing and access to confidential counselling if required.

Training/ Development: Each staff member has an annual training budget of £400 for them to use in agreement with their manager

Background: Refugee Sanctuary Scotland (RSS) exists to relieve destitution and promote wellbeing for refugees and people within the asylum system in Scotland. Our vision is a welcoming, inclusive, safe Scotland for refugees and asylum seekers, where all live free of destitution and have the means and opportunities to realise their full potential. Our mission is to provide refugees and people seeking asylum with practical support when it is most needed, build connections between people and use what we learn to campaign for change. As part of the organisation strategic planning process, promoting mental health and wellbeing has been identified as a key strategic priority and an area that the organisation is looking to expand further to support asylum seekers in reducing isolation and promoting positive wellbeing.

RSS Mental Health and Wellbeing Project:

RSS are looking to develop and build upon the mental health and wellbeing support we provide to refugees and asylum seekers. We currently provide asylum seekers and refugees with opportunities to reduce isolation, improve self-confidence, and

support their overall mental health and wellbeing through hiking activities, gym memberships and swimming. We do this by creating a safe environment for individuals to engage with us. Further to this we also provide transport support through our Transport Options project which supports asylum seekers and refugees with bus passes, which allows people the freedom to travel and helps with integration into their local area as well as reducing isolation and promoting positive mental health.

This role will oversee the expansion of our current work and develop further activities, organise counselling support with external counsellors based on need, provide access to other services that might support wellbeing such as massage therapy, befriending and mindfulness, create new partnerships and build on our current ones by liaising with other projects that can support asylum seekers mental well-being and support needs and signpost to other projects as required, (e.g.: ESOL classes, Scottish Refugee Council).

As part of this project there will also be an Action Based Evaluation undertaken by and an independent researcher along with peer researchers to determine key learning and outcomes from the interventions, identify challenges that have been faced by staff and those accessing the project, outline any potential opportunities achieved from the project and provide an analysis on any areas for change or adaptation that would benefit the overall outcomes of the project to reduce isolation, enhance community integration and promote positive mental health and wellbeing. It would be the responsibility of the Mental Health Community Development Officer to coordinate and liaise with the Researcher as well as to disseminate learning to share good practice about how best to improve wellbeing among people in the asylum system and raise awareness about the negative impact on wellbeing of the current system.

KEY RESPONSIBILITIES

Service Management:

1. Responsible for the day-to-day management of the mental health and wellbeing project.
2. To consult and gain information from those with lived experience on inputs and initiatives that they would feel would support their mental health and wellbeing.
3. To plan and organise and deliver inputs to support mental health and wellbeing for asylum seekers and refugees.
4. To identify gaps in the provision of mental wellbeing projects and identify development of services.
5. To maximise the input of clients in the development and delivery of the service.
6. To develop and foster a high-performance ethos that delivers an efficient service and exceptional levels of client satisfaction.
7. To maintain a database of clients who access the mental health and wellbeing services and implement an accurate and efficient record keeping and reporting system.
8. To monitor spending, ensuring effective spending controls are in place.
9. To develop and grow the mental health and wellbeing project, identifying service gaps and implementing creative and sustainable solutions.

Networking & Relationship Building

1. To network, develop and nurture positive relationships with partners and attend relevant meetings and events that will support the mental health and wellbeing of asylum seekers and refugees.
2. To deliver outreach engagement with other organisations within the field of mental health and wellbeing, attend events and open days and local community events.
3. To build connections with key statutory and voluntary sector services that provide support in the area of mental health and wellbeing as well as wider support for asylum seekers and refugees.
4. To signpost individuals to useful tools and resources, other support organisations and other opportunities that they can access to support their mental health and wellbeing.
5. To work with other agencies in the area of mental health and wellbeing and to develop onward referral mechanisms.
6. To maximise the input of clients in the development and delivery of the service.

Administration responsibilities:

1. To keep records for the purpose of service monitoring and provide data and case studies for funding applications.
2. To produce internal reports for the RSS CEO, Board, and annual review.
3. To produce regular updates to supporters on the project by using our social media and newsletter
4. To comply fully with the RSS's ethos, policies and procedures and relevant legislation.
5. To work and communicate effectively with other team members and attend team meetings.
6. To work constructively and effectively with partners, groups, and organisations
7. An understanding of GDPR and Data protection and adherence to policies, ensuring data is secure.

Supervision, Accountability and Training

1. To participate in regular supervision with the CEO and attend team meetings.
2. To attend relevant training sessions, ensuring continuing professional development.
3. Any other reasonable duties linked to the overall aims of the project as directed by the post holder's line manager.

Person Specification:

Person Specification	Essential	Desirable
Experience and Qualifications		
Experience in the delivery of a mental health and wellbeing project	*	
Experience of working with vulnerable client groups	*	
Experience of GDPR and data protection legislation	*	
Experience of managing budgets and financial reporting	*	
Experience of developing and growing services and/or starting new services	*	
Experience of planning workshops, activities, and community events	*	
Experience of partnership and collaborative working	*	
Voluntary or paid work experience with refugees or asylum seekers	*	
Experience of working with interpreters		*
Lived/direct experience of the asylum process		*
Trauma Informed Practice Training	*	
Knowledge		
Understanding of the asylum process and the issues individuals may face.	*	
Knowledge of the issues that affect people who have experienced trauma relating to mental and physical health	*	
Knowledge and understanding of the principles of health and safety and safe working practices	*	
Ability to work in isolation, self-motivate, prioritise workload and take initiative	*	
Ability to maintain accurate records and produce reports from that data	*	
Proficient in Microsoft applications	*	
Active listening, excellent interpersonal and communication skills	*	
Ability to motivate and empower others	*	
Additional language skills		*
Ability to work effectively as part of a team.	*	
Commitment to equal opportunities and anti-discriminatory practice.	*	
Availability to work occasional unsocial hours	*	
Qualifications/certification/membership/Other		
First Aid Qualification	*	
PVG Membership	*	
Full driving licence and use of a car		*

We are committed to inclusion and diversity and want to build an inclusive, supportive place for you to do the best and most rewarding work of your career. The different skills and experiences that our colleagues from different backgrounds bring to RSS allow us to make better decisions, consider different perspectives and be an altogether more diverse, effective and cohesive place to work. We strongly encourage candidates of all different backgrounds and identities to apply, regardless of race, gender, sexual orientation, religion, age or disability and will give greater consideration to candidates who bring lived experience - even if your experience doesn't precisely match the job description, your skills and passion will stand out. All our staff are expected to share these commitments and abide by our policies.