

West Calder & Harburn Community Development Trust



Job Description;	Good Connections: Social Prescription Co-ordinator
Reports to;	Community Woods and Garden Manager
Salary;	£27,500 pro rata. The contract will be initially for a fixed-term period until the end of April 2026 with the potential for extension.
Location;	West Calder Community Centre and Community Woods and Garden, West Lothian, and partners premises as required.
Hours;	15 – 30 hours per week (0.4 – 0.8 FTE) depending on the candidate. Potential to job share/split role. Hours may include working in the evening and at weekends.

Background & Job Description

West Calder & Harburn Community Development Trust (WCHCDT) are looking to employ a motivated, capable and empathetic individual to develop and implement the next stage of their “Good Connections” Social Prescription service. Over the past five years the Good Connections Project has been established as a service based on a social prescribing model for local people aged 16+ to access 1-to-1 help to find advice & support services, groups, activities and volunteering opportunities that are good for wellbeing. WCHCDT are looking for someone to progress this successful project.

The service (and post) acts as a Single Point of Access for people referred or signposted from statutory providers, other community organisations, or self-referral, into the service. The Social Prescriber will (along with partner staff and key volunteers) support individuals to engage with other services & community activities.

The role of the Social Prescriber is to provide a holistic support service for individuals from when they seek support and advice or are referred. They will work with key partners to accept referrals into the service. They will initially assess if the referral is appropriate, if so, provide a 1:1 discussion, and then actively signpost and support the client to access appropriate support, activities and services. Where appropriate, the Social Prescriber will also provide proportionate practical support to individuals struggling to engage or communicate effectively with other services. They will also support ongoing development of the Good Connections Community Wellbeing Project.

The ideal candidate for this role would be compassionate, flexible & non-judgmental, with experience of working with people. The Social Prescriber will also be responsible for coordinating the Good Connections Programme of Activities, which includes a wellbeing walking group, an art group & volunteering opportunities that the Social Prescriber can refer or signpost clients into. They will work closely with contracted wellbeing activity leaders, the rest of the WCHCDT team and colleagues at the Community Woods & Garden in Polbeth/West Calder and Polbeth Community Hub as well as with new & established referral partners across West Lothian.

Although led locally by WCHCDT (in partnership with Polbeth Hub), this initiative is reliant on a partnership of both local and county-wide organisations to provide tailored services to the wider West Calder community as defined by the registration scope of West Calder Medical Centre.

This is an exciting opportunity for the right person to play a key role in further developing our Good Connections Social Prescribing service and activity programme, which has already shown great impact.

MAIN TASKS

Individual Support

- to provide first point of contact to all those accessing the service, whether face to face, by telephone or email.
- To offer a 1:1 discussion (problem clarification) session with individual where necessary
- assist people to engage with community activities.
- follow up with people who have used the service to ensure that they are engaging successfully and reporting appropriately to the referring agency.
- provide proportionate 1-to-1 follow-up support to clients involved in local volunteering opportunities
- provide a professional service that maintains boundaries but is warm and respectful.
- maintain individual confidentiality and respect equal rights and diversity.

Development work

Links with other community organisations and relationships with statutory services are key to the success of this service. You will be the lead on a local partnership team who aim continuously develop this integrated wellbeing service, working with our partners to

- liaise with our partners/staff and encourage collaborative and partnership working
- build relationships and rapport with external partners and help develop internal opportunities
- seek and generate referrals to the initiative from partners and GP's
- work with staff and managers to inform wider development plans
- Carry out monitoring on the impact of the service

Administrative Duties

- log all individuals accessing the service onto the central database in an accurate and timely fashion.
- information logged should include people's demographic information, presenting needs and any other case notes deemed to be appropriate.
- log appointments for people to meet with the Social Prescriber
- ensure that all paper or computerised records and documentation regarding the service is effectively and securely stored and comply with GDPR at all times.

General duties

- to maintain accurate records to fulfil reporting requirements
- to adhere to all policies including equal opportunity policy and volunteer policy at all times

- carry out such other duties as deemed appropriate and may be reasonably required by management.

PERSON SPECIFICATION

This is an exciting and recognized project that has already shown great impact in improving the lives of many people with health and social care needs in a local area. This role is a great job opportunity for candidates who have the relevant experience, skill set, enthusiasm and approach. The post holder will need to be organised, self-motivated, and a quick learner. We have intentionally not been too prescriptive in the person spec but candidates are expected to possess/exhibit the following:

- self-motivated, enthusiastic and 'can do' attitude
- experience of providing practical, social and emotional support for people facing a range of challenges
- experience of mental health and social care needs or of working with people with mental health needs would be advantageous
- an understanding and commitment to community development principles
- ability to work on one's own initiative and be self-motivated
- excellent interpersonal, networking and communication skills
- strong commitment to teamwork to ensure the tasks required are completed
- ability to work flexibly with other colleagues within the team and partners
- ability to be proactive and to problem solve, including seeking creative or imaginative solutions
- ability to work under pressure and cope effectively and/or support others to cope effectively with difficult situations
- strong ability to ensure confidentiality and integrity
- commitment to equality and diversity

Please submit a CV and covering letter explaining why you want the role and why you would be the right person. Send to goodconnections@westcalder.org.

Only shortlisted candidates will be contacted.

Deadline for applications is Friday 22nd Aug 12 midday.