

Moniaive Initiative

Glencairn Health & Wellbeing Support Project Officer

POST DETAILS

- Fixed term post until 31st March 2024, statutory holiday entitlement + public holidays (pro-rata)
- 10 hours per week, flexible hours, may include some evenings/weekend work
- £12 per hour
- Based at home/The Hive in Moniaive but may require some working from other locations and possible travel

JOB SUMMARY

The Role: Moniaive Initiative is looking to employ a Project Officer to deliver our new Glencairn Health & Wellbeing Project (GHWP). You will be expected to lead on the project which focuses on supporting adult community members to better self-manage and maintain their mental health and wellbeing. You will identify target groups and introduce new weekly drop-in sessions and monthly health & wellbeing workshops to Glencairn. You will also support existing groups and organisations to introduce new activities such as befriending schemes to combat social isolation, or help with digital/cyber safety for older residents. Where necessary, you will support other groups to acquire funds to carry out new H&W activities.

What we're looking for: You will have proven community health & wellbeing experience and a sound understanding of community project work. You will be organised, self-motivated efficient, and resourceful and have the ability to develop productive working relationships. Reporting to the Board of Trustees, you will be required to organise and run events and meetings related to the delivery of the GHWP. You will be responsible for raising the profile of health & wellbeing in the community.

Supported by:
Glencairn Community Council
Windfarm Fund
Investing in Communities Fund



Moniaive Initiative (SCIO) is a registered charity no. SC044760

Moniaive Initiative

JOB SPECIFICATION

The successful candidate will be expected to lead the development of the Glencairn Health & wellbeing Project, with a focus on increasing community health & wellbeing. They will report regularly to the Moniaive Initiative Board of Trustees.

Requirements of the post are:

- Research and Identify target demographics for additional mental health & wellbeing support
- Creation of small-scaled community-based interventions that are replicable in the future to increase community health & wellbeing.
- Deliver at least one new weekly H&W session and one new monthly H&W workshop
- Support existing groups and organisations to introduce or increase H&W provision
- Identify funding sources for additional new H&W activities, apply for funding, administer/draw down funding, keep written/financial records and write monitoring reports as required by funders and other groups and individuals
- Engage with the community, encouraging them to contribute to the project in a meaningful manner, and offering regular feedback on that development
- Provide updates for use on the MI website and social media pages
- Promote the Project and the wider work of the Moniaive Initiative at local, regional and national levels

Please Note: This is not a clinical role and does not require a clinician's experience or qualifications.

This is a fixed term post to 31st of March 2024. The post holder will be required to work flexible hours, to meet the demands of the post.

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PERSON SPECIFICATION

CRITERIA	PREFERRED	ESSENTIAL
QUALIFICATIONS & TRAINING	<ul style="list-style-type: none">Degree/vocational qualification in community outreach work focusing on health & wellbeing	<ul style="list-style-type: none">A good standard of formal education to Highers level
EXPERIENCE/ KNOWLEDGE	<ul style="list-style-type: none">Previous experience in community outreach workPrevious experience in community health & wellbeing projectsKnowledge of the structures and roles of agencies engaged in health & well-being work	<ul style="list-style-type: none">Previous experience of developing and delivering projectsPrevious experience of health & wellbeing workExperience of working with community groupsKnowledge of Health & Safety at Work, Equality & Diversity policy/ practices
SKILLS/ABILITIES	<ul style="list-style-type: none">Excellent computer skills, Including social mediaExcellent communication skillsExcellent written and presentational skillsExcellent organisational skillsAttention to detailProblem solving skillsTo communicate in a range of settings with different people	<ul style="list-style-type: none">Strong computer skills, particularly Spreadsheets and/or book-keepingStrong Report Writing skillsStrong self-discipline to work on own initiativeStrong teamworking skills with the ability to motivate othersExcellent record keeping
OTHER	<ul style="list-style-type: none">Have access to own transport	

How to apply...

Please email your CV and covering letter to deb.moniaiveinitiative@gmail.com by 5pm 13th June 2022

If you have any queries, please contact deb.moniaiveinitiative@gmail.com

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