

Island of Hoy Development Trust



From the community
For the community



Job Description

Fixed Term Post: 14 months

14 hours per week

5 posts available covering Hoy, Stronsay, Sanday, Rousay Egislay and Wyre, Shapinsay

*These posts are funded through the Aspiring Communities Fund
with support from European Structural Funds*

Post Title: **Community Well-being Co-ordinator – ‘Enhancing Wellbeing within our Island Communities’**

Responsibilities: To work collaboratively with the project team to build capacity in the island’s community to reinforce and enhance existing community led well-being services. To develop and implement new services to meet identified need.

The employer will be the relevant Island Development Trust but the postholder is expected to work collaboratively with other Co-ordinators and with the Project Manager and Evaluator

Main Duties:

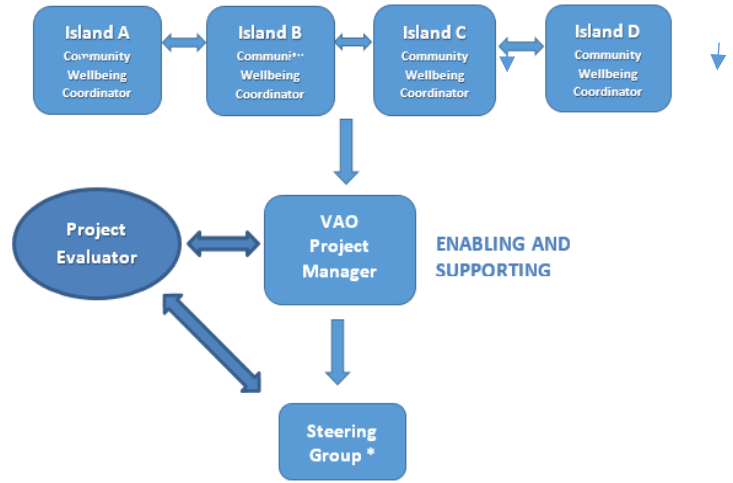
- Build upon existing isles based research to map the existing assets and services currently used to support community led well-being on the island.
- Undertake an assessment of how well these services and assets meet current need.
- Identify gaps in the provision of well-being services and assets.
- Develop and implement a delivery plan for the community, focusing on areas such as transport, lunch clubs, volunteer befriending and the provision of information in relation to health and social care services, in conjunction with appropriate community groups.
- In collaboration with the Project Manager, establish effective relationships with service providers to secure their involvement and to identify opportunities for service users to be involved in the co-production of services to meet identified needs. Develop an information resource which is accessible to those seeking

to access services e.g. older people within the community and family outwith the community.

- Work with the Project Manager and other Community Wellbeing Co-ordinators to share knowledge and identify areas of good practice.
- Participate in quarterly networking sessions for the Community Well-being Co-ordinators.
- Assist the Project Evaluator to implement systems which will measure activity, monitor progress toward outcomes and provide robust information to evidence impact
- The role will focus exclusively on work to support Aspiring Communities Fund activities as the post is funded by the Aspiring Communities Fund with support from the European Social Fund

Direct Reports:	The post has no direct reports but will have regular contact with the other isles-based community well-being co-ordinators. Joint working will be expected.
Accountability:	The post is accountable to the Chair of the Island Development Trust. The post holder can expect to have regular meetings and an appraisal with their line manager within the Trust. Support will also be available from the Project Manager based within Voluntary Action Orkney (VAO).
Hours	14 hours per week. No overtime will be paid but time in lieu allowed for any hours worked in excess of 14 per week. The terms and conditions of employment will follow those of the employing Development Trust.
Location	The post is based in premises identified by the Island Development Trust. Duties will require the post holder to work for periods outside the office in other locations. The post holder may be required to attend meetings or conferences elsewhere in Orkney.
Salary	Pro rata £23,429 plus pension contribution

Employing Development Trusts



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*Island Development Trusts or
Community Councils
Voluntary Action Orkney
Highlands & Islands Enterprise
Orkney Health & Care
Robert Gordon University*

Person Specification

Area	Essential	Desirable
Knowledge/experience	<ul style="list-style-type: none"> • Knowledge/understanding of community and social issues • Knowledge and experience of planning and delivering services/projects • Experience of collaborative working • Administration • Understanding of issues affecting remote, rural and island area 	<p>Understanding of health and social care issues</p> <p>Knowledge of the third sector and the issues that affect them</p> <p>Knowledge of how public sector bodies work</p>
Skills	<ul style="list-style-type: none"> • Good communication and interpersonal skills • Project planning skills • IT skills • Ability to work with people • Ability to share and impart knowledge effectively 	<p>Monitoring and reporting</p> <p>Community engagement</p> <p>Networking skills</p>
Qualifications	<ul style="list-style-type: none"> • Good general education 	<p>Relevant post education work experience</p>
Personal attributes	<ul style="list-style-type: none"> • Problem solving ability • Confident, motivated, positive • Drive and enthusiasm • Collaborative approach • Ability to manage sensitive situations • Ability to work as part of a team • Non judgemental 	