



## Job Description

### Community Well-Being Officer

**Reporting to:** MICT General Manager

#### Background

As part of our local development planning process, residents of all ages and backgrounds told us in surveys and face to face group meetings how much they appreciate the islands' natural environment and that it contributes significantly to quality of life.

The need for improving access to outdoor services and more opportunities for social integration and improving community bonding emerged as key priorities from this consultation work. This has been highlighted further due to Covid 19 restrictions, and the lack of indoor social interaction.

Through this Community Well-Being project we plan to deliver outdoor activities benefitting the whole community.

#### Purpose of the role

To oversee and develop a programme of outdoor activities to benefit the mental health and well-being of our communities.

#### Main Duties and Responsibilities

Working closely with the project steering group and the MICT Countryside Rangers to -

- Develop and run a series of outdoor events open to all residents, these will include conservation, nature identification skills, traditional skills demonstrations/participatory workshops, guided walks, bush craft and survival skills, food foraging, heritage and history talks/trails.
- Develop a volunteer programme to support the events and help residents gain new experience and skills and combat loneliness and potentially help with finding paid employment.
- Develop a 'Forest Bathing' relaxation programme open to all.
- Develop and run a new, regular after school club 4 days a week, all year round.
- Develop and run holiday activities for primary and high school aged children all year round during the Easter, Summer and Autumn holidays.
- Develop and run a programme of activities (e.g. skills training and team building) for High School aged children, all year round during term time.
- Work alongside our local peer to peer mental health support group (Mull Safe and Sound) to run outdoor, therapeutic, nature based social activities
- Work alongside Mull Musical Minds, who provide therapeutic sessions for those recovering from stroke, living with dementia and/or feeling isolated, to deliver sessions in an outdoor environment
- Develop and run a weekly, outdoor playscheme for 1-3 year olds, including an intergenerational programme to bring children and the elderly together outdoors.
- Work alongside the Out of School Care Project Co-ordinator to help deliver regular after school clubs and holiday clubs with a focus on well being activities
- Oversee and maintain the project budget
- Providing regular reporting for the project steering group, MICT board and funding body.

## TERMS OF EMPLOYMENT

<b>Salary Range:</b>	Grade 5: range £22,592 - £24,694 pro rata, subject to experience
<b>Hours of Work:</b>	30 hours per week
<b>Annual Leave:</b>	33 days per year, pro rata, including public and local holidays, You may be required to take some or all annual leave at set times
<b>Contract Period:</b>	24 months
<b>Pension:</b>	A Company Pension Scheme is place with a 6% monthly contribution from the Mull and Iona Community Trust.
<b>Nature of Work:</b>	Some evening and weekend working may be required. Over time is not a feature of this role therefore time off in lieu is given. No more than 12 hours of TOIL should be accrued for use 'en bloc'.
<b>Place of Work:</b>	An Roth Community Enterprise Centre, although some home working may be required in line with current Covid 19 restrictions.  Due to the nature of the role, you will also be required to travel to locations across the island. If your own vehicle is used, mileage will be re-imbursed at 40p per mile.

<b>Job Title : Community Well Being Project Officer</b>		<b>Employer : Mull and Iona Community Trust</b>
<b>Key Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications, Training and Professional Registration</b>	<ul style="list-style-type: none"> <li>◆ An interest in helping others to improve their health and well-being</li> <li>◆ PVG membership in relation to working with vulnerable groups, or willingness to obtain</li> <li>◆ Driving License</li> </ul>	<ul style="list-style-type: none"> <li>◆ Health and/or Well-Being qualification</li> <li>◆ Current First Aid at Work Certification</li> <li>◆ Project management experience</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>◆ Events organising and management</li> <li>◆ Experience of participating in ongoing self-evaluation and continuous improvement of the service</li> <li>◆ Experience as a supervisor, team leader, or other leadership experience</li> </ul>	<ul style="list-style-type: none"> <li>◆ Experience of leading initiatives/developments</li> <li>◆ Experience of working with other groups</li> </ul>
<b>Knowledge, Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>◆ Flexible and positive attitude to work</li> <li>◆ Experience of managing resources to ensure a high quality and efficient service</li> <li>◆ Commitment to delivering an excellent service and ensuring continuous improvement</li> <li>◆ Understanding of health and safety in outdoor settings</li> <li>◆ Written and numerical analytical skills</li> <li>◆ Excellent interpersonal skills with the ability to communicate effectively at all levels and promote positive relationships</li> <li>◆ Ability to support, lead and motivate others</li> <li>◆ Proven skills in planning and organisation</li> </ul>	<ul style="list-style-type: none"> <li>◆ Able to provide evidence of formal report writing and partnership working with various agencies</li> <li>◆ Experience of development, implementation and policy review.</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>◆ Computer competence (Word, Excel, Web, Email)</li> </ul>	
<b>Job Circumstances</b>	<ul style="list-style-type: none"> <li>◆ Strong motivation and enthusiasm for the post and the role</li> <li>◆</li> </ul>	