|  |
| --- |
| **JOB IDENTIFICATION** |
| Job Title: **3 Glens Community Care Development Officer & Services Coordinator**  **Registered address:** 3 Glens Community Care, Medical Centre, Fort Augustus PH32 4BH  **Responsible to** 3 Glens Community Care (3 Glens) Board of Trustees  **Hours:** 15hrs per week, 2-years Fixed Term. This post requires flexibility with working hours to meet the needs of the Charity’s work, including occasional evening and weekend working. Home working negotiable.  **Salary:** £26,000 - 30,250 per annum pro rata. (Working from Home Allowance available.)  **Purpose of role:** Promote and manage existing wellbeing services; identify and develop new services to meet the needs of the community. The post holder will perform, coordinate, and oversee a wide variety of duties on behalf of the Trustees and work closely with the 3 Glens Board of Trustees and partnership organisations.  **As this is a community role,** it would be ideal - but not essential, that the successful applicant would be familiar with the 3 Glens rural area which encompasses Glengarry, Glenmoriston, and Fort Augustus.  **Additional benefits:** Dedicated laptop and mobile phone supplied for business use.  Business mileage allowance of 45p per mile. |

|  |  |  |  |
| --- | --- | --- | --- |
| **ABOUT THE ORGANISATION** | | | |
| 3 Glens Community Care (3 Glens) is a Scottish Charitable Incorporated Organisation (SCIO) formed in 2020 to benefit the communities of Fort Augustus, Glenmoriston, and Glengarry Community Council areas with the following purposes:  . To improve the quality of life, health, well-being, and independence and to reduce social isolation of people in need by reason of age, ill-health, disability, or social circumstances.  . To improve recreational facilities and organise recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.  . To promote similar charitable purposes, objects or institutions in such proportions and manner as the Trustees think fit.  3 Glens works in partnership with Highland Hospice to support their local Sunflower Home Care service. Our Helping Hands befriending service also operates within this partnership.  3 Glens is governed by a Board of Trustees and is grant funded. | | | |
| **DUTIES AND RESPONSIBILITIES** | | |
| * To promote the work of 3 Glens Community Care (3 Glens) in a professional and positive manner providing confidential administrative support for the Trustees. * To develop 3 Glens services in collaboration with relevant partners. To implement initiatives by identifying gaps in local care provision. Research and develop new services and methods; establish effective partnerships with other agencies as necessary and maintain good working relationships; liaising with statutory and private providers to bring in required services. * Think creatively and widely about new groups and events that can be established to help break down social isolation and establish 3 Glens as an organisation that connects the community. * Lead and further develop 3 Glens Helping Hands befriending service in collaboration with Highland Hospice. * Lead and further develop 3 Glens Handyperson service. * Work with the Trustees to develop and monitor 3 Glens development plans and lead on their delivery. * Work with the 3 Glens Treasurer to plan the budget and help manage spending and record-keeping. Apply for project funding and identify new funding streams. * Serve as first point of contact, support, and guidance for 3 Glens' volunteers. Responsible for coordination, development, and delivery of volunteer-led projects. * Identify and organise appropriate training for volunteers and trustees. * Maintain records. Prepare reports for the trustees as required. Prepare annual operational and grant reports for 3 Glens, grant funders and any partners as appropriate. * Promote 3 Glens services and events by encouraging volunteering opportunities and events through regular member communications and promotional materials. * Organise and facilitate meetings, conferences and other special events as required. * Be the public face of 3 Glens and share experiences with other community care organisations. * Be responsible for the ongoing development and management of 3 Glens website.   **In addition to the duties, activities and responsibilities listed above:**   * The job holder may be required to perform other duties assigned by the line management from time to time including attending and participating in relevant meetings. * The post is community based therefore a current, and ideally clean, driving licence, with use of own car is required. Mileage expenses for business travel will be paid from registered office to appointments, meetings, etc. * Support is available from all trustees; however supervision will be provided by one appointed trustee. Current 3 Glens Community Care guidelines, policies and procedures must be upheld at all times. | | |
| **For further information contact:**  Chair at 3 Glens Community Care email: [chair@3glenscare.org](mailto:chair@3glenscare.org) | | |
| **PERSON SPECIFICATION**  This specification sets out the required essential and desirable qualities expected of the successful post holder | | |
|  | **Essential** | **Desirable** |
| **Educational/**  **Professional Qualifications** | Educational qualifications relevant to this post and/or significant past work or volunteer experience. | Developing and delivering training |
| **Knowledge and Understanding** | Understanding of volunteering and the Third Sector including the environment in which it operates. | Experience with volunteering |
| Social Inclusion policies and agenda. | Experience in monitoring and  evaluating projects |
| Awareness of the value of befriending. | Understanding of the objectives and challenges in the delivery of health and social care services |
| Understanding of data protection and confidentiality. |
| **Experience** | Development work with individuals, voluntary and community organisations. | Previous role in a befriending service or similar community volunteer-based services. |
| The ability and track record of establishing and maintaining effective informal networking and multi-agency working. |
| Experience of developing/leading groups and group work. |
| **Skills, Abilities, Attributes** | Highly motivated with an encouraging nature. | 3 Glens operates a Cloud database storage. |
| Passion for community engagement/involvement. |
| Identifying needs/gaps in service provision. |
| Excellent verbal and written communication skills. |
| Ability to work independently and proactively with a minimum level of supervision. |
| Excellent organisation skills. |
| IT literate – particularly use of Microsoft Office, email, the internet, and database systems. |
| A personal commitment to equal opportunities underpinned by honesty, integrity, and a strong sense of ethics in all actions and decisions. |
| **Other** | Flexible working which may include occasional evening and weekend work. |  |
| Driving licence with access to a car essential. |