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| **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. |

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| **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.
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| **For further information contact:**Chair at 3 Glens Community Care email: 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 andevaluating 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. |