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| **JOB IDENTIFICATION** |
| Job Title: 3 Glens Community Care Development OfficerLocation: Cille Chuimein Medical CentreWorking Hours: 15hrs per week. This post has the potential to develop over time, with the opportunity to extend the working hours agreed. It is important that the post holder is flexible about working hours to fit with meetings and events, including some evening and weekend working.Salary: (£23,000 - £24,000) pro rata, dependent on experienceResponsible to: 3 Glens Community Care Board of TrusteesPurpose of role: To develop resources and initiate new services to meet the needs of the community of and, in line with, the stated purpose of 3 Glens Community Care. The post holder will perform, coordinate and oversee a wide variety of duties on behalf of the Trustees and work closely with the Sunflower Home Care/3 Glens Care Coordinator.**As this is a community role, it would be ideal - but not essential, that the successful applicant would be familiar with the 3 Glens area.**  |

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| **ABOUT THE ORGANISATION** |
| The 3 Glens Community Care Is a Scottish Charitable Incorporated Organisation (SCIO) formed 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 also partners with Highland Hospice who ensure delivery of the Care at Home support through their Sunflower Home Care service for the 3 Glens area. 3 Glens is governed by a Board of Trustees and is grant funded. |

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| **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 work alongside the Sunflower Home Care/3 Glens Care Coordinator to develop 3 Glens services and implement initiatives by identifying gaps in local care provision. Research and develop new services and methods; establish effective partnerships with other agencies 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.
* Develop and lead 3 Glens befriending service in collaboration with Highland Hospice.
* Work with the Trustees to develop and monitor the 3 Glens development plan and lead on its delivery.
* Work with the 3 Glens Treasurer and Bookkeeper to plan the budget and management of day to day finances. Responsible for petty cash management, 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.
* Facilitate the development of a website and manage the website once set up.

**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.
* 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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| **Please send CV to Audrey Sumner, 3 Glens Community Care at audreysumner53@gmail.com****Closing date is 23rd September 2021.** Also for any further information please email audreysumner53@gmail.com  |

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| **PERSON SPECIFICATION**This specification sets out the required essential and desirable qualities expected of the successful post holder |
|  | **Essential** | **Desirable** |
| **Educational/Professional Qualification** | Educational qualifications relevant to this post and/or significant past work or volunteer experience. | Developing and deliveringtraining |
| **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 |
| The ability and track record of establishing and maintaining effective informal networking and multi-agency working. |
| Experience of developing and leading groups/group work. |
| **Skills, Abilities and Attributes** | Highly motivated with an encouraging nature. |  |
| Passion for community engagement andinvolvement. |
| 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 some evening and weekend work. |  |
| Driving licence with access to a car. |