## **Job description: Administration Support, employed role**

## **Project: Wellbeing Connected Moray, March 2019 – February 2020**

## **Reports To**

## **Volunteer & Wellness College Coordinator / Social Movement & Enterprise Lead**

Works closely with Volunteer Supervisors & Peer Trainer Pool

**Salary / rate of pay :** £10.50 per hour, part-time hours

## **Job Overview**

With excellent communication skills and experience of a proactive approach to administration, this role supports our community development and leadership team to deliver the objectives of project Wellbeing Connected Moray and our social movement and enterprise; increasing our network, connecting partners and supporting community members to navigate our projects and achieve their wellness goals.

**Project information:**

Aiming to improve lives of those facing vulnerability and disadvantage in Moray by developing a new locality based holistic approach where the community helps itself. ‘Wellbeing Connected Moray’ will work across four localities (Cullen & Buckie, Elgin & Lossiemouth, Forres & Kinloss, Speyside) people will have better access to local wellbeing activity and services through the coordination of volunteers and organisations, and community activity such as outreach and creative events.

## **Responsibilities and Duties**

This project administrative role supports communications, record keeping and maintaining resources to deliver project objectives.

* take a values-led peer approach to all elements of the project role including as a proactive team member
* perform administration tasks such as answering phone calls, taking notes, scheduling meetings, emailing, social media updates, maintaining calendars, writing web copy.
* offer advice and information to via face-to-face in localities, telephone and email contact
* provide timesheets, quotes and work to agreed timescales
* support the Social Movement & Enterprise Lead in a personal assistant capacity
* maintain databases and undertake any other administrative duties linked to monitoring
* visible as a peer and Champion of Moray Wellbeing Hub, modeling recovery values
* have good awareness of the social movement and enterprise activity and current projects
* attend and complete appropriate training, supervision and mentoring
* support community events, promotional activity and creative delivery
* support Volunteer Supervisors and Peer Trainer Pool members around admin processes
* **support the Volunteer & Wellness College Coordinator** as part of their community development role.

**Qualifications & skills**

Essential:

* proven organisational, administrative and IT experience and skills, and the ability to manage a variety of tasks
* good communication and interpersonal skills
* experience in working with community members of diverse experiences and challenges
* passion for peer-led social change and community empowerment
* the ability to deal with information in a confidential manner and respond with sensitivity
* a flexible and non-judgemental approach to people and work.

Desirable:

* peer qualifications and experience: e.g. Peer 2 Peer, WRAP or PDA in peer support
* good knowledge of Moray wide services and supports for wellbeing
* experience of Survey Monkey, Mailchimp, Wordpress, and social media platforms
* qualifications in business administration and experience as a personal assistant
* creative and research experience and skills
* willing to travel and work unsocial hours.