



# Vacancy for Transition Town Forres Wellbeing Project Coordinator



**Coordinating 50 wellbeing classes per year**

**For 2 years starting October 2018**

**Self employed contract (7 hours per week for 40 weeks per year)**

## **Background**

Transition Town Forres (TTF) is a community organisation based in Forres that is part of the national movement of transition towns in the UK. Our vision is a local community that is vibrant, sustainable and resilient, now and for the future.

One of our aims is to encourage and promote health, choice and empowerment for the people of Forres and local community networks, within an ecologically and ethically grounded framework.

Funded by the People's Health Trust, TTF's Wellbeing Project is one of 2 projects we will have running out of TTF's Bogton Road premises.

## **The Wellbeing Project**

### **Purpose**

The purpose of the Wellbeing Project is to enable the running of wellbeing classes for over 50s in the Forres area, free and accessible, and chosen by those wishing to attend. Classes have included yoga, crafts, art, exercise, meditation and mindfulness.

The classes are free to ensure that money is not a barrier to anyone accessing community activities to support their wellbeing. The project has also worked closely with other professional organisations and networks in the community to ensure that those needing support the most are targeted.

The project is to be designed and directed by the participants through the steering group. The intention in enabling these weekly sessions will enhance connection, friendships, and general wellbeing. There is a budget for travel costs for those who are isolated and/or limited by distance. All sessions will be run at TTF's Environmental Education and Healthy Living Centre, Bogton Road, Forres.

## **Project Success**

The Wellbeing Project has been running successfully since November 2016, and the new coordinator will ensure the smooth running of the next phase of People's Health Trust funding for the next 2 years.

The role will continue and develop the strong foundation of the project so far.

It aims to improve social, physical and mental wellbeing for people over 50 in the community, and to support people with the ageing process in a positive and empowering way.

The goal of the project and the funder's objectives are:

- To strongly support social links and ties within the community, and to tackle social isolation within Forres;
- To encourage participants to lead and direct the project themselves, taking ownership of what the project is and where it should be going: with the coordinator taking a practical/administrative/organisational role to support those ideas.

## **Tender Process**

Bids are invited from organisations or self-employed individuals with the appropriate skills and experience to work closely with project facilitators, volunteers (steering group) and TTF's Board of Directors, as well as other stakeholders like the People's Health Trust, to take the Wellbeing Project forward.

Tender bids (applications) will be assessed according to evidence of skills and experience that meet the candidate specification set out below. Your bid should show how your experience and skills match each of the criteria, by referencing examples of your previous experience and/or training.

Successful applicants will be invited to interview. Closing date for the receipt of applications is **12 noon, Wednesday 5<sup>th</sup> September 2018**. Please send to [ttforres@gmail.com](mailto:ttforres@gmail.com) in either word or pdf format.

## **Role Description**

### **Transition Town Forres Project Coordinator, Wellbeing Project**

Title	TTF Wellbeing Project Coordinator (self-employed)
Accountable to	Transition Town Forres Board of Directors
Working from	TTF Centre, Bogton Road
Contract length	7 hours per week @£12 per hour for 40 weeks per year (for 2 years with possible extension depending on match funding)

## **Key Tasks & Responsibilities**

1. **Working with the steering group** and professionals/community groups in the area to identify and contact individuals who could benefit most from free wellbeing sessions. E.g. people on low-income, people seeking to maintain independent living, people lacking social support, hard to reach groups, mentally ill, physical disability, etc.
2. **Supporting the steering group** – supporting and developing a strong steering group from the classes to ensure that their voice and ideas for the project is listened to and acted up on (this is done via regular meetings, informal chats, emails and phone calls).
3. **Marketing of classes** – organizing graphic design for the project (logo, fliers, posters) and distributing project information to the community and established participants either door to door, posters, email lists or local press.
4. **Networking** – connecting to other professional networks in the area and ensuring that relevant third and public sector contacts are aware of the Forres Wellbeing Project, and can therefore consider the Forres Wellbeing Classes for any clients they think would benefit from it.
5. **Administration and delivery of classes** – dealing with emails, phone calls, taking class booking, organizing registers, evaluation processes, feedback forms, booking free transport for people, keeping receipts, ensuring teas/coffee/refreshments are provided for the classes, and ensuring that key grant criteria is being met.
6. **Communication and management** of how classes are going-communicating clearly with class teachers about the project, its aims/goals, the TTF centre, and dealing with any challenges that come up via the classes. Also, communicating with people attending classes, and again dealing with any questions or problems that arise.
7. **Budget management** and having a sound system for keeping track of project expenses.
8. **Project reporting/monitoring** – Liaising with funders and meeting their project requirements – writing 6 monthly reports to the Peoples Health Trust to report back to them how the project is going, and financial adjustments that are needed and being the main point of contact for the project funders.
9. **TTF Board relations** – keeping the TTF board in the loop with the project and when possible attending board meetings.

10. **Organising the classes**, their schedules, the teachers and any info they need as well as occasional social events for participants.

## **Candidate Specification**

### **Skills and Experience:**

#### **Essential**

- Project management skills and experience.
- Understanding of wellbeing.
- Community development experience.
- Excellent people and communication skills, and ability to engage with the local community, steering group, teachers and participants in a friendly and clear way.
- Good written and reporting skills.
- Experience of leading, motivating and supporting a team.
- Excellent organisation skills with attention to detail needed for class organisation and meeting report deadlines.
- Good financial administration and budgeting skills and being able to manage basic spreadsheets/record keeping.
- Computer literacy, including use of Excel, social media, email, etc.

#### **Desirable**

- Understanding and knowledge of local professional networks and awareness of third and public sector contacts in the Moray area.
- Experience of working in a community health environment/wellbeing.
- Experience of liaising with NHS health professionals.
- Knowledge of health and safety issues.
- Commitment to sustainability issues and aims and values of TTF.
- Ability to start immediately.

### ***Guidance for Bidders***

Please ensure that your bid addresses each of the criteria where possible, giving examples of any experience, training and/or qualifications you may have that would be most relevant to this project.

Provide a covering letter explaining why you would like the contract and provide two referees who may be approached prior to interview. One should be a recent client or employer.

CVs will not be accepted in place of an application but may be included as supporting documentation.

Deadline for submission of applications is **12 noon, Wednesday 5<sup>th</sup> September 2018**.

Please email your bids in either word or pdf format to: [tforres@gmail.com](mailto:tforres@gmail.com).

Shortlisted bidders will be invited to interviews to be held w/c **10<sup>th</sup> September**.

An immediate start is preferred.