

Role description: Community Liaison, self-employed or volunteer

Accountable To: Volunteer Coordinators

How we work: Moray Wellbeing Hub CIC is an ambitious and peer led social enterprise that believes passionately in supporting mental wellbeing in Moray. We are fast paced, entrepreneurial and self-directed in the way we work. We expect any volunteer, freelancer or employee to take ownership and autonomy in their role, showing a proactive approach to finding and sharing relevant information, whilst also working collectively. A core value of self-directed working is communication and feedback which we actively encourage you to take the lead with. We avoid complicated hierarchies or structures, aiming to equally empower everyone to make decisions and take accountability for their actions.

Diversity and inclusion: In line with our aims of tackling stigma, empowering individuals and focusing on the strengths within us all, we celebrate diversity and inclusion at MWH. The strength of our business is built on wide ranging personal experiences and we pride ourselves on being an Equal Opportunities Employer.

Self-employed rate of pay & hours: £11 or £15ph flexible contract, flexible hours linked various project requirements. (note: lower range of rate of pay recognises a lower requirement for previous community development / project management experience and higher requirement for mentoring support).

Job Overview

With a strong track record of compassionate and value-led community development and working with volunteers, this self-employed role supports our diverse team to deliver the objectives of our social movement and enterprise.

Responsibilities and Duties

The role is responsible for proactive community connection and communication, aiming to increase mutual partnerships toward project working on a number of themes between Moray Wellbeing Hub Champions and partners such strategic locality groups. Working as a visible Champion in their own local area, likely as part of a locality team, or Moray-wide under a specific theme, the role looks to build collective voice in lived experience of challenges and to increase activity that achieves CHIME with peer-values – mutuality, authenticity, intentionality – alongside volunteer Champions delivering meaningful activity to create change. Works closely with Volunteer Coordinators who manage volunteering activity.

- work as a valued team member to achieve objectives and requirements of the job, model the values of our organisation in your actions as a peer - compassion, authenticity and mutuality.
- have strong awareness of the social movement and enterprise activity and current projects, including regular appropriate use of Slack
- Self-manage resources of time, skills and wellbeing with direct mentoring support from Volunteer Coordinators.
- attend and complete appropriate training in peer-approaches, including supervision and mentoring as part of personal development
- maintain databases and undertake any other administrative duties

- proactively seek out, attend and report back on in a timely fashion, partnership meetings and events, including;
 - promoting and connecting activities of Moray Wellbeing Hub as part of a co-productive approach
 - gathering and sharing lived experience views these as part of a Collective Voice approach
- proactively support the Wellness College & Communications Coordinator in their role including to;
 - promote volunteering (internally and externally) through recruitment and publicity
 - promote upcoming courses and events as part of the Wellness College online and printed promotional materials
- proactively support the Volunteer Coordinators in their role including to;
 - generate appropriate volunteering opportunities
 - interview and recruit volunteers, ensure they are appropriately matched and trained
 - monitor, support, motivate and accredit volunteers and their work ensure there is appropriate support and training for volunteers
- Hold a current PVG scheme record with us for working with vulnerable children and adults.

Qualifications & skills

Essential:

- strong interpersonal skills and experience in working with community members of diverse experiences and challenges including as volunteers
- passion for peer-led social change and community empowerment
- strong knowledge of your localities services and supports for wellbeing
- experience in proactive partnership working with a range of organisations including statutory and third sector
- excellent communication skills including around challenging topics
- the capacity to inspire and motivate others
- a flexible and non-judgemental approach to people and work.
- Peer qualifications and experience: e.g. Peer 2 Peer, WRAP or PDA in peer support
- the ability to deal with information in a confidential manner and respond with sensitivity
- good organisational, administrative and IT skills
- the ability to manage a variety of tasks maintain records and produce clear reports

Desirable:

- Qualifications in business and management studies, human resource management, social work, or youth and community development work.
- proven experience of managing volunteers and a strength-based mentoring approach
- experience in advocacy, especially collective, and peer-research
- Social media, promotions and communications background