

**Community Inclusion Worker**  
20 hours per week at £18.50 per hour  
Fixed term 1 year approximately



We have a vacancy for a freelance Community Inclusion Worker to develop and deliver our 'People, Places and Outdoor Spaces' initiative, with the aim of expanding our capacity to support community mental health and well-being in New Galloway and Kells Parish.

This is an exciting opportunity to work with a growing, grass-roots community organisation making a real difference to local people, through events and activities in our historic Town Hall and outside in our woodland and walled garden projects. In creating and supporting opportunities for people to connect and improve health and wellbeing, you will also be offering extra support to those who are vulnerable or facing particular challenges to access these opportunities, working alongside other local organisations towards a more resilient and inclusive community.

### Background Information

Local Initiatives in New Galloway (LING) is a small charity working with and for the community in a beautiful and friendly rural location. LING manages historic New Galloway Town Hall as well as two outdoor location-based projects. You will be part of a small team including trustees, a number of regular and occasional volunteers and, on an initial short-term contract, our Community Hub Host.

This post is supported by a *Community Health and Wellbeing* grant from the Scottish Government, administered by the 3<sup>rd</sup> Sector. In our grant bid, we described how we might meet their primary impact objectives as follows:

- by connecting with vulnerable and isolated members of the community and encouraging engagement with activities on offer, we could support more people who may be struggling to live independently and healthily in their own homes, or who may be struggling because they are caring for others in their own home, to access opportunities for support and connection within the community
- by building trusted relationships with more vulnerable people in the community and helping them regain the confidence to participate in events and activities, we should be able to help address barriers to accessing advice, support and services.
- by increasing engagement with those in our local communities who are more socially isolated, at risk, or struggling emotionally, we can develop a grass-roots-based and person-centered approach that improves people's chosen outcomes and lived experience.

Allowing for holiday breaks and quieter times, the funding for the post will run until the end of March 2023. You will be expected to work around 20 hours a week, although some weeks may be busier than others. Both home working and working in New Galloway and Kells parish will be required, as well as the ability to work during evenings and weekends when necessary.

**Public transport is limited so the ability to arrange your own transport when needed will be essential.**

Availability to start soon after interview would be welcome. Some expenses will be available.

## Job Description

### The job will require you to

1. Be the key community contact point for LING, providing a welcoming and accessible environment and atmosphere at activities and events, for example LING Lunches, one of LING's flagship offerings;
2. Build relationships with local people, especially those who may be vulnerable or more isolated, encourage and facilitate their participation and ensure that the events and activities are welcoming, supportive and enjoyable for all;
3. Work with trustees to recruit, train and support LING volunteers, keeping records ensuring they feel part of the team and are acknowledged appropriately during and after helping with any event;
4. Provide supervision and support for LING's Community Hub Host, working together to plan and handle the opening of warm space sessions;
5. Support and liaise with those who are hiring the hall for community events or activities, including helping with publicity, enquiries and bookings where appropriate, and troubleshooting where necessary;
6. Carry out risk assessments, set up and prepare, with help, the Town Hall or other venue to accommodate events and activities to create a welcoming and safe environment;
7. Attend regular meetings with a designated trustee, who will provide mentoring and advice, and engage with monthly supervision sessions provided, within the terms of the grant, by a specialist in supporting those working in mental health support roles;
8. Be responsible for budget keeping and working with the LING treasurer to ensure accurate and timely financial records for the project;
9. Link as appropriate with established LING project leads to support particular events and activities in the Town Hall or outdoors;
10. Liaise effectively with other local community organisations, for example, the Catstrand's Connecting in Communities team, and New Galloway Community Enterprise, who run the Community Shop;
11. Liaise effectively with the Stewartry Public Health Community Team and with the 3<sup>rd</sup> Sector in order to promote the opportunities that LING offers, keep up to date with current policy and practice around mental health and wellbeing, and be able to effectively signpost people accessing LING activities to appropriate services when required;
12. Publicise events and activities, including social and print media, LING Facebook page, New Galloway Town Hall website, posters, flyers and word of mouth;
13. Plan, implement and use a system for recording and evidencing impact of events and activities, working with the guidelines provided by the Scottish Government funding. This will include writing reports on progress and outcomes;
14. Report to and attend occasional board meetings as appropriate;
15. Be familiar with, and able to reference and act in accordance with, LING policy documents, particularly on 'Health and Safety', 'Volunteering', 'Equal Opportunities', and 'Support and Protect'.

## Person Specification

Essential	Desirable
Good communication skills, both written and verbal, including good listening skills	Experience in 1:1 and group work with adults, particularly those who are more vulnerable or are experiencing additional challenges
Experience running community events and / or working in a community support or mental health promotion capacity	Relevant qualification in Community Development, Health and Social Care or similar
Motivation to work in an emotionally intelligent and reflective way and to be interested in your own and other people's mental health and wellbeing	Relevant qualification or experience
Sufficient IT skills and familiarity to handle, for example, email, social media, the design of simple posters or publicity leaflets	Facility in managing spreadsheets, data bases and websites
Ability to work with a high level of autonomy in terms of day-to day activities, taking responsibility for finding solutions, showing initiative where appropriate	Experience in keeping records, managing evaluation processes and providing feedback reports
Ability to establish good relations with people in other organisations, and to actively promote partnership working towards providing the best outcomes for the community	Experience in inter-agency working
Knowledge of volunteering and an ability to work well with volunteers	Experience managing volunteers
Ability to prioritise and manage conflicting demands across diverse tasks	
An understanding of the challenges and opportunities of living in a rural area	Knowledge of the Glenkens area, it's demographics, geography and organisations

To apply, please send your CV and a letter of application (approximately 2/3 sides of A4) to us at [newgallowaytownhall@gmail.com](mailto:newgallowaytownhall@gmail.com) setting out and evidencing how your skills, qualifications and experiences would enable you to meet the requirements of the role. Explain to us, with some examples, the ways in which you meet the main features of the person specification. This what we will have in mind as we short-list and interview candidates.

The deadline for application is **midnight on the 24<sup>th</sup> February 2023.**

We expect interviews to take place on Tuesday 7<sup>th</sup> March.

We warmly invite you to contact us with any questions or for an informal chat prior to application at [newgallowaytownhall@gmail.com](mailto:newgallowaytownhall@gmail.com).