



## Job Description

Job Title	Community Health and Wellbeing Coordinator
Line Manager	Lead Officer – Community Health and Wellbeing
Location	Dumfries or Stranraer, with hybrid working and travel
Hours	21 hours per week
Salary	£23,500 FTE

### Our organisation

As the Third Sector Interface for Dumfries and Galloway, Third Sector Dumfries & Galloway (TSDG) works with the sector, partners and communities to address key local priorities, build capacity and maximise investment in our region. As part of the national network of Third Sector Interfaces across Scotland, our joint manifesto sets out commitments to enhancing and developing the role of the third sector as a key partner; a focus on place, community and locality; volunteering and the strengths of local people & communities; a fairer and wellbeing-focussed economy.

Some of our services include:

- Helping third sector organisations start, develop and grow.
- Encouraging and involving volunteers.
- Finding suitable funding.
- Creating and delivering sustainable business plans.
- Identifying the best way to manage people and money.
- Building leadership and development capacity.
- Connecting the sector with Community Planning and other local & regional Partnerships.

### Job Purpose

The Community Health and Wellbeing Coordinator will support third sector organisations to contribute to building community health and wellbeing across Dumfries and Galloway. Developing resources, providing advice to sector organisations and contributing to events, the Coordinator will be central to supporting community health and wellbeing activity, creating and promoting support and capacity building opportunities and supporting in the development of community health and wellbeing resources. As a colleague in the Partnerships and Communities workstream, the Coordinator will also be involved in sector events, forums and projects for the third sector working with colleagues across the organisation.

### Main Responsibilities

#### Supporting the sector

- Support capacity building for third sector organisations across Dumfries and Galloway on key areas of community health and wellbeing, as directed by the Lead Officer.

- Coordinate the delivery of the Third Sector Community Health and Wellbeing Forum.
- Contribute to the design and delivery of TSDGs annual training and workshop programme based on input and feedback from the sector, partners and available evidence.
- Create and maintain resources for the sector on community health and wellbeing participation.
- Provide direct advice, connections and signposting for third sector organisations on community health and wellbeing.
- Participate in the delivery of sector workshops and events
- Provide support to the Lead Officer as required on projects and other programmes of work to support the sector.
- Support the mapping of third sector activity relating to community health and wellbeing
- Work with the TSDG Communications and Impact Team to enhance communications across the third sector in relation to health and wellbeing.
- Identify opportunities to collaborate across the wider TSDG Team to deliver the best possible service for our beneficiaries.

### Excellence and continuous improvement

- Represent TSDG in a professional, knowledgeable way to build confidence in us.
- Provide regular feedback and input to review opportunities to maximise our impact, learning and responsiveness.
- Support colleagues across TSDG to deliver on our outcomes and contribute to effective team working to make TSDG a great place to work.
- Be accountable, transparent and inclusive to play your part in our organisation, demonstrating a commitment to improvement.

### Person Specification

Skills, Knowledge & Experience	Essential	Desirable
Excellent organisation, planning and prioritising skills	x	
Positive relationship building skills and experience	x	
Effective problem solving skills and experience	x	
Ability to capture and analyse information	x	
Report writing and presentation skills	x	
Ability to work as part of a team, share knowledge and benefit from experience of others	x	
Ability to work collaboratively with internal and external partners	x	
Ability to use technology packages like email, document creation and spreadsheets	x	
Experience and knowledge of the third sector and/or community health and wellbeing	x	

Experience of coordinating or leading networks or events		x
Experience of providing advice and support to other organisations		x
<b>Other requirements</b>		
Self-motivated	x	
Committed to improvement	x	