**Community Engagement Coordinator**

**Wellbeing in Fife**

**Includem Job Description**

**Job Title:** Community Engagement Coordinator

**Service:** Wellbeing in Fife, 1:1 support and groupwork supporting positive mental health and wellbeing, Dunfermline and South West Fife

**Hours and work pattern:** 37 hour per week – Flexibly 5 days over 7, from 8am – 10pm

**Contract Length:** In line with current service

**Reports to:** Team manager

**Financial Accountability:** Low

**Salary:** £31,545 starting salary

**Holiday entitlement:** starting at 28 days per annum plus 9 public holidays.

**Base:** Includem, Unit L, Telford Road, Glenrothes, KY7 4NX

**Purpose of Role**

At includem we work closely with children, young people, families and services across the community to support young people to make positive life choices and progress towards the type of future they want to live. Wellbeing in Fife, in partnership with Barnardos and part of Fife’s Our Minds Matter Framework focuses specifically on providing short term 1:1 emotional and practical support and groupwork to promote positive mental health and wellbeing.

The focus of the Community Engagement Coordinator is to lead and small team to deliver on three key area:

1. Identifying and developing local community / organisational capacity
2. Developing parental/carer capacity
3. Targeted interventions understanding YP’s needs, to assist them to engage with and help shape and strengthen local services

The post holder will engage effectively with partner agencies on a day to day basis and also pro-actively seek new opportunities for partnership/collaborative working. You will model positive leadership that is accountable, positively role models and lead by example.

Main Duties and Responsibilities

The service provides support for children and young people aged 5 – 25 years (26 if care experienced) and their families in Dunfermline and South West Fife. The role requires you to coordinate enquiries, whilst working collaboratively with partners to link young people and families into their community and universal community resources. This framework will take a whole family and strengths based approach, providing support through 1:1 intervention and groupwork.

You will be responsible for the coordination of the service and the open referral route, working in close partnership with Barnardos and Fife Council. You will have responsibilities in regular communication, alongside the team manager to the Fife council project lead and strategic oversight group.

**Duties include:**

The community engagement coordinator will develop an in-depth knowledge of Fife’s localities and strategic aims of the HSCP, Council and NHS Fife.  They will be responsible for:

* Managing enquiries
* Establishing and sustaining community partnerships
* Providing a lead focus within the key partnership
* Liaison with HSCP and Fife Council
* Oversight of project development, challenges, patterns, partnerships across localities to provide strategic input to Fife Council and HSCP
* Service design / development with children, young people and families
* Ensuring effective data recording, evaluation and reporting of monthly and twice yearly performance
* Team supervision
* Co-ordinate social media
* Working with community groups, parents, volunteers, staff to understand how to increase their confidence and capability to support a YP with a mental health or wellbeing need
* Coordinate community events
* Providing a ‘bridging’ service to introduce YP and parents to any organisations providing support, to ensure engagement
* Coordination and deployment of the team
* Co-ordinate groupwork for children, young people, families and partners
* Ensure availability in suiting the needs of the service

**Qualifications and Experience**

This role requires strong, well rounded interpersonal and communication skills. It will also require the ability remain calm and rational when faced with challenging situations.

You will be educated to [SCQF Level 8](https://scqf.org.uk/level-8/) or have relevant skills and experience in working with young people or services across the community. Whilst recognised qualifications are not essential for this role, the post holder must be able to communicate fluently in English and must be able to read and write to SCQF L5 standards.

Experience working with young people or young adults is highly desirable, as is a good understanding of outreach towards services across communities.

**Additional Information**

This role will require you to drive, with access to your own car for work purposes. There may be an additional requirement for some travel between includem offices.