



## JOB DESCRIPTION

Job Title: WellBeing Swanage Coordinator

Accountable to: Swanage and Purbeck Development Trust (SPDT)

Reports to: SPDT Lead and also works with the Swanage WellBeing Board and SPDT Projects

Grade: £12-£15 per hour depending on skills, knowledge and experience

Hours: 15 hrs per week (worked flexibly by arrangement and needs of job)

Where worked: Various – mostly from home and in SPDT buildings, and occasionally across Purbeck/Dorset

### **The Purpose of the Project:**

- To achieve a vibrant, sustainable and resilient local community which protects and enhances the health and wellbeing of the residents of Swanage and the surrounding villages
- By utilising local buildings and land for community use and increasing the capacity to secure and grow connections and services
- By developing a network of individuals and groups who are creative, active and resourceful in response to their own and each other's unique and shared interests and needs.

### **To achieve this the job will :**

Recognise and help grow community skills and assets to find solutions to things that are important to them

Be based on our values that act as guiding principles and inspiration, upon which we can build something really exciting! Empowering -strengths focussed and listening, Sustainable- long term thinking that is responsive and adaptable, Connecting- sharing and building connections , Kind-building trust and welcoming to all.

Build on our place-based approach, utilising local buildings and land assisting developing spaces for community use and available for use at low cost by health, social and economic services, that our community want and need.



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Herston Cross House 230 High  
Street Swanage BH19 2PQ

Make an intentional effort to build and nourish relationships, forging greater connections – individual to individual, individual to group, group to individual and between our community, health and social services.

Provide support and training to as many community members as possible so they feel empowered to point friends, colleagues and neighbours to the support and services in Swanage and the surrounding villages – and to develop their own communities if there is a need for something new.

### **Key priorities for the next 12 months**

- Building trust, awareness and community involvement in the project
- Continuing to develop the Wellbeing Swanage website that is about building connections and finding groups and support in the local community that might help improve health and wellbeing.
- Building relationships and partnerships e.g. with potential service providers and community groups
- Lead the roll out of Community Connector training, building ongoing connections and data gathering
- Helping create Community hubs that are fronted by user friendly, cosy community cafes, building on the Herston Village Hall and Centre experiences.
- Co-ordinating, setting up and monitoring delivery of projects that are required to deliver the priorities
- Supporting development of new community initiatives that emerge through Wellbeing Swanage
- Co-write, manage and monitor the Communications plan as directed by the Board
- Gathering and using data and community feedback to identify gaps and demonstrate success
- Servicing the Wellbeing Swanage Board
- **Ensure that the community are at the heart of all that we do.**

### **Skills required:**

- Interpersonal skills to be able to successfully build relationships with all sectors and build trust
- Communication skills both written and verbal
- Community Development experience preferred,
- Good level of ICT skills, including website, social media and Office type programmes
- Project management skills, including report writing and general admin duties
- Data management and analysis

### **How to apply:**

- Please complete a CV, with a covering statement that sets out your skills, knowledge and experience against the requirements of the post
- Email application, or queries, to Kim Gallagher at [SwanagePDT@gmail.com](mailto:SwanagePDT@gmail.com)
- Closing date is 6th May.