



Job Description: Outdoor Activities Co-ordinator

Post Title:	Outdoor Activities Co-ordinator
Reports to:	LEAP Social Enterprise Development Manager
Hours of work:	35 hours per week
Salary range:	£21,000 - £23,000 plus pension contributions
Length of Contract:	Fixed Term until 31st March 2023 (possible extension subject to availability of funding)
Location:	56 Hamilton Road, Cambuslang, G72 7NU
Funders:	Mental Health and Wellbeing Fund

Job Overview

This new role will involve representing LEAP whilst working in partnership with Grow 73 and the wider Greening Camglen Network to improve and increase outdoor activities available within the Cambuslang and Rutherglen communities in support of better mental health and wellbeing.

This will involve consulting with key partners, communities and individuals to map existing services, identify gaps and work together to improve mental health and wellbeing through a joined-up approach to being active outdoors in our community. You will work towards increasing volunteer participation and community involvement and will develop future opportunities alongside partners and stakeholders.

You will also be responsible for developing a brand-new pilot project which matches keen gardeners and growers with the gardens of older residents who no longer have the capacity to maintain or grow in the garden space.

Key Accountabilities

Duties

- Carry out a mapping exercise of the Cambuslang and Rutherglen area to identify all outdoor activities which help support the mental and physical health and wellbeing of local people.
- Create a link between all groups, organisations and associations which offer outdoor activities in the area and encourage their participation in the Greening Camglen Network.
- Identify gaps in provision and work with partners to help fill those gaps.
- Develop and support volunteers to deliver a brand-new intergenerational pilot project which matches keen growers with gardens that can no longer be maintained due to owners' ill health or capacity.

- Support in the continuation of the Cambuslang Market Stall project at Leap and develop a regular farmer's markets within our community building.
- Develop a strong working relationship with partners to support them to deliver their work including applying for additional funding, linking up volunteers with essential skills and helping to better share resources across the network.
- Support the Community Gardener and Shed Co-ordinator to prioritise their time in accordance with community need.
- Recruit, train and retain volunteers or work together with partners to share volunteer skills and experience across the wider network.
- Develop and maintain monitoring and evaluating systems to ensure key milestones are being achieved and use findings to develop and improve the service.
- Co-ordinate the marketing and publicity of the project to maintain a high area profile, including presentations and production of advertising materials for all partners were required.
- Seek out and secure further funding opportunities to ensure the long-term sustainability of the project and support the development of current/new activities.

Service Excellence

- Always provide a high level of internal and external customer service.
- To lead the planning and implementation of a project plan to exceed the targets and outcomes set by the funder.
- Effectively co-ordinate robust communication between all partners and across all elements of the project and spread your time and efforts fairly across all stakeholders.
- To listen to and involve local people in the development of the project, ensuring ownership by the local community and partners.
- Report developments and challenges to the wider Greening Camglen Network.
- Attend internal and external events, meetings and training as required.

Managing Relationships

- Promote and champion the role of volunteers so that they are respected and valued for their contribution, ensuring their experience is optimised. Celebrate success with volunteers and ensure regular feedback of progress is provided and ensuring their training needs are met.
- To establish a rapport with partners, participants and volunteers and establish an understanding of their individual needs and how you can support them to optimise their experience or develop their ambitions.

- Evaluate the service provided and take appropriate remedial action.

Organisational Support

- Liaise effectively with colleagues and stakeholders to share information and promote good practice to service users.
- Attend meetings when required.
- Ensure compliance with LEAP's policies and procedures including the areas of finance, health and safety and employment.
- Travel independently within the locality to attend various meetings and events.
- The post will involve evening or weekend work within a flexible working pattern.
- This job description serves to illustrate the type and scope of duties required for the above post and to provide an indication of the required level of responsibility. It is not an exhaustive or exclusive list and duties may vary from time to time.

CORE COMPETENCIES

Planning & Organising	Establishes an appropriate course of action for oneself and or others to accomplish specific goals and operates within deadlines while managing their time as efficiently as possible.
Motivation	Focuses energy to make things happen with positive results. Can motivate others.
Judgement	Makes decisions, analyses data, generates new ideas and determines priorities. Works safely and can take advice and guidance from all levels.
Flexibility	Demonstrates the ability to adapt to all situations and to achieve tasks quickly and efficiently and within the set deadlines. Understands and responds to change.
Communication	Demonstrates clear, two-way communications at all levels. Is friendly and approachable.
Teamwork	Works with and helps others to achieve common standards. Can lead or be led.
Initiative	Works with intuition and enthusiasm and can make decisions and take responsibility independently. Generates ideas and acts to solve problems.