MySelf-Management SCIO

Job Description

Job Title: Living Better Group Co-Ordinator

Hours: 12 hours a week, to include some evening delivery

Fixed Term: 12 months - extension possible if funding secured.

Salary: £25589 pro rata (£8773 Actual Salary)

Location: Home based, but the applicant needs to travel within Highland. This post will be facilitating groups in the Caithness area, primarily Wick & Thurso (once a month for each group) and hosting sessions online.

Line Manager: Manager MySelf-Management

A full UK driving Licence and access to a car for work purposes is required for this role.

This role is subject to a Disclosure Scotland Check

MySelf-Management Vision

MySelf-Management is committed to delivering a person-centred approach to wellbeing through the promotion of self-management.

Our Vision will be achieved through the provision of self-management peer support and education for people and organisations. We support people and organisations by providing self-management peer support, learning opportunities, and practical tools for living well.

Job Purpose

The purpose of this role is to provide direct support to individuals who live with a long-term condition to access peer support, information and training around the use and practice of self-management techniques. The post holder will do this through supporting the establishment and development of peer support groups – both online and in person – as well as ensuring a competent volunteer pathway for the delivery of these groups and training.

This post will specifically work with existing peer support groups in Caithness (primarily Thurso and Wick) and look to develop further support groups in the local area.

Additionally, the role will support the wider engagement of MySelf-Management to ensure local awareness and referral pathways throughout Highland as required.

Key Responsibilities

- To maintain and support the development of generic face to face and digital peer support groups, supporting their transition to become more self-sustainable.
- To maintain and grow membership of peer support groups in Caithness and develop new groups in the local area.
- To support the recovery and development of the peer-led training programme around self-management for people with a long-term condition.
- To recruit, train and support volunteer hosts and trainers for the project to work in local areas.
- To provide self-management education/awareness sessions for the promotion of understanding and practice of these techniques within communities of people living with a long-term condition.
- To actively promote the work of MySelf-Management and provide pathways for people to engage with its work.
- Support the development of a range of information resources for both the public and referral stakeholders such as clinicians.
- To promote groups and activities on social media channels.
- To measure impact by monitoring and evaluating across project services and to collate and compile reports relating to self-management activities.
- The post holder should be prepared to attend occasional meetings in different parts of Scotland and will be expected to undertake other appropriate duties as required for the effective operation of the MySelf-Management organisation.
- Some meetings/events may be during evenings or weekends. These will be in keeping with your remit and responsibilities.
- Any other reasonable task asked of you by your line manager.

What you will bring to the role

- Good level of communication skills and confidence to present both online and in-person, as well as the ability to facilitate and communicate to groups.
- Effective interpersonal, planning, organisation, and evaluation skills.
- Very good digital skills, an ability to work with basic Microsoft programmes and some experience of working with an online meeting platform.
- Experience and knowledge of inter-partnership working and delivery of support groups/activities
- An ability to establish and maintain an effective network of individuals, including volunteers, service users and other stakeholders.
- Understanding of self-management, its benefits and relevancy to living well with a long-term condition.
- Some knowledge of local and national policy and service delivery relating to self-management and health and wellbeing.
- Ability to interact on social media channels.
- Experience/knowledge of working with people living with long-term conditions.
- Experience/knowledge of working with and managing volunteers.
- Eagerness to build on existing knowledge and any qualifications relevant to role.
- A full UK driving licence and access to a car for work purposes is required for this role.