

JOB DESCRIPTION

Job Title	Project Coordinator - The WEE Group
Reports to:	Manager of Northern Area Community Network
Salary Scale	NJC SO 2 £36,648 (28 hours pro-rata)
Contract Period	2025 - 29 / 4 years
Based	NACN Office - Old School House, Cushendall

Employing Organisation

Northern Area Community Network (NACN)

Brief Project Description

The WEE Group is a Peer Support Programme designed for individuals coping with long-term pain. It will be available across 12 Healthy Living Centres, primarily located in rural areas. This initiative is an expansion of the Better Days Pain Support Programme (BDPS), which was created and implemented by the Healthy Living Centre Alliance and aims to build upon its success.

Main Purpose of Job

To be responsible for coordinating the WEE Group - peer support programme in terms of training, collaborative processes and outcomes.

Main Duties and Responsibilities - Project Coordination

1. To plan and coordinate the delivery of peer support training for the WEE Group facilitators in 12 HLCs in the first year of the project.
2. To plan and coordinate the delivery of peer support programmes in 12 HLCS in years 2-4 of the project.
3. To regularly meet and provide updates to the project steering group comprising members from the HLC Alliance, Northern Area Community Network, Better Days Coordinator Lorag HLC, and the Mental Health Foundation. These meetings aim to foster collaboration, develop partnerships, and ensure the efficient implementation of decisions and outcomes.
4. To enable and support the involvement of two of the WEE Group facilitators and two beneficiaries within the project steering group.

5. Regularly gather and assist the facilitators, providing ongoing encouragement and facilitating peer support. This includes actively engaging in programme enhancements and improvements to ensure continuous development and effectiveness.
6. To supervise, compile, and handle monitoring data received from each phase of programme implementation.
7. To provide quarterly reports to the National Lottery or as requested.
8. To create and deliver a communication and promotion strategy for The WEE Group.
9. To collaborate with the HLC Alliance Finance and Admin Manager to ensure the smooth running of the project.
10. To represent The WEE Group at events and conferences.

Other

11. To co-produce a suitable work-plan (personal action plan) as a guide to measuring effectiveness and efficiency.
12. To provide written progress reports as required to NACN.
13. To attend training designed to enhance skill levels, thereby assisting the development of the project.
14. To oversee and operate health and safety at work procedures while working.
15. In general, to promote the aims and objectives of the project, NACN and HLC Alliance.
16. To carry out any other duties falling reasonably within the competence and capability of the post holder assigned by the Regional Coordinator.

Note:

This job description is not intended to be prescriptive but is intended merely to give a general outline of the responsibilities of the post. Whilst this job description does not form part of the contract of employment the Post holder will be consulted on any significant changes in duties and responsibilities.

PERSONNEL SPECIFICATION

Post: Project Coordinator - The WEE Group, Peer Support Programme

Location: NACN Offices, Old School House, Cushendall

FACTORS	ESSENTIAL	DESIRABLE
<p>QUALIFICATIONS AND/OR EXPERIENCE</p>	<p>An appropriate third level qualification in a health/social sciences subject and one year experience in programme coordination in a community development and/or health setting</p> <p>Or</p> <p>Three years' experience in programme coordination in a community development and/or health setting</p>	<p>Experience of data-collection</p> <p>Experience of providing or developing peer support in any setting</p>
<p>KNOWLEDGE OF</p>	<ul style="list-style-type: none"> ● Knowledge and understanding of a range of healthy living approaches to mental health recovery ● Knowledge and understanding of the challenges facing community development in rural and urban areas ● Knowledge and understanding of peer support and development ● Knowledge and understanding of barriers facing people living with long-term pain 	<p>Knowledge of the Healthy Living Centre Alliance</p> <p>Knowledge of the wider determinants of health</p>

<p>SPECIAL APTITUDES</p>	<p>Excellent interpersonal skills</p> <p>Good communication skills</p> <p>Excellent organisation and time management skills</p> <p>Ability to maintain manual and computerised systems.</p> <p>Excellent facilitation skills</p> <p>Proven ability to work on own initiative.</p> <p>Ability to work to short deadlines.</p> <p>Report-writing skills.</p>	
<p>SPECIAL CIRCUMSTANCES</p>	<p>Possess a full valid driving licence and access to a car OR can demonstrate mobility to carry out the functions of the job effectively and efficiently.</p> <p>Can work flexible hours.</p>	