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**Dundee International Women’s Centre**

**Wellbeing Project Worker**

Dear Applicant

Thank you for your interest in applying for a post with Dundee International Women’s Centre (DIWC).

Please find enclosed the following documents:

* Background and History of DIWC
* Advice on completing the Application Form
* Job Description and Person Specification

**Please do not send a curriculum vitae as this will not be considered.**

Please note, all applications and relevant recruitment documents will be held confidentially and destroyed after 6 months, apart from application documents relating to the successful candidate.

Your completed application should be submitted via email by sending it to mail@diwc.co.uk.

Closing date for applications is **Monday 19th May 2025 at 9am**. Please note that applications submitted after this date and time will not be accepted.

Interviews will be conducted on **Tuesday 27th May 2025.**

Please note this post is **an 16 hour post.**

We look forward to receiving your completed application form.

Enquiries about this position are welcome by emailing mail@diwc.co.uk

Yours sincerely

Kristina Piggott

Manager Strategy and Operations

# Dundee International Women's Centre

Unit 9B, Manhattan Business Park,

Dundonald Street, Dundee

DD3 7PY

**Background of Dundee International Women's Centre (DIWC)**

DIWC has been in existence for over 56 years and aims to promote and create opportunities for women's social, political, and economic inclusion and for the advancement of education. The Centre has developed an expertise in working with women, particularly those from black and ethnic minority communities, living in Dundee and surrounding areas and runs a programme of social, recreational, and educational activities.

DIWC reviews its aims and objectives on an annual basis, setting out clearly the work of the Centre for the forthcoming year. In order to ensure the effective implementation of these objectives each staff member is expected to contribute to the planning process and to prepare and work to an individual work plan in relation to their key areas of work.

Our values are: **Trust, Respect, Support, Equality, Approachability**

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| Post Title: | Wellbeing Project Worker |
| Responsible to: | Team Leader |
| Salary: | FTE: £30,443£13,911 per Anum (£16.72 per hour) for 16 hours |
| Hours of Work: | 16 hours per week (days to be discussed at interview) |
| Contract: | **This is fixed term until 31st March 2026**  |
| Location: | Dundee International Women’s Centre |
| Main purpose: | To provide 1:1 wellbeing support, and play a key role in tackling isolation, stigma, and barriers to accessing support, while promoting emotional wellbeing and resilience. |
| Closing Date: | **Monday 19th May at 9am – applications received after this time will not be considered.** |
| Holidays: | 38 days annually for full-time employees, comprising 31 days of annual leave and 7 bank holidays (pro rata for part-time employees). |
| Pension: | Employer contribution at 3% |

**This post is exempt under Schedule 9 of the Equalities Act 2010 and is open to women only.**

**ADVICE ON COMPLETING YOUR APPLICATION FORM**

As part of DIWC’s commitment to equal opportunities, candidates for each post are treated equally and fairly. Application forms are the only basis on which the first selection is made to decide who will proceed to the next stage of recruitment. Therefore, only information which appears on the form (and any continuation pages) can be considered. It is **very** important that your completed form contains both the information we need about your skills and experience and the information you want to give us to showcase your skills and experience.

The following advice notes are intended to help you to complete your form effectively.

1 Please read all the information provided, especially the job description, job tasks and person specification. These outline the key duties you would be expected to carry out in this post, and lists the skills, knowledge, and abilities that the short listing/interview panel will be looking for.

2 The ‘Why are you suitable for this position?’ section is your chance to explain why you are suitable for the job. **It is not enough to say you have the experience – you must demonstrate experience and skills with specific examples.** Relevant experience may be from your current or previous jobs or volunteering and life experiences.

3 Please do not send your CV in addition to or in place of a completed application form, as it will not be considered by the short-listing panel.

4 All applicants must complete all parts of the application form.

5 Application forms must arrive on time; forms arriving after the closing date and time will not be considered.

6 If you do not wish one or all references to be contacted before interview please indicate on the relevant page. It is our policy not to make a job offer without taking up references.

Please email any questions relating to the application form to mail@diwc.co.uk

**JOB PURPOSE**

Dundee International Women’s Centre is recruiting a Wellbeing Project Worker to lead the delivery of our new “Mind and Bloom” project, funded through the Communities Mental Health and Wellbeing Fund at Dundee Volunteer and Voluntary Action. The project offers culturally sensitive mental health and wellbeing support to women from Black and minority ethnic communities, including refugees, migrant women, and those facing socio-economic disadvantage.

The postholder will develop trusted relationships with women, provide 1:1 wellbeing support, coordinate peer support activities, and connect women to appropriate mental health and community services. You will play a key role in tackling isolation, stigma, and barriers to accessing support, while promoting emotional wellbeing and resilience.

This is a new position at DIWC, so the postholder has the opportunity to develop the project in line with necessary outcomes and targets.

**MAIN DUTIES**

1. **Support and Engagement**
* Provide 1:1, person-centred support to women experiencing poor mental health, low mood, or distress
* Build trusted relationships and offer culturally sensitive emotional support
* Identify and respond to risk, including suicidal thoughts, in a safe and appropriate manner
* Encourage and support women to access appropriate mental health services, acting as a bridge where needed
* Deliver wellbeing activities this includes activities out with the centre
* Buddying women to first appointments with other organisations if needed
1. **Project Delivery**
* Lead the co-ordination of wellbeing activities and group sessions in partnership with external practitioners
* Deliver peer support initiatives that respond to the preferences of the women involved
* Help women build confidence, emotional regulation skills, and coping mechanisms
1. **Outreach and Partnership Working**
* Work with local partners including GPs, housing providers, and Police Scotland to identify women who may benefit from the project
* Represent DIWC in relevant networks and share insight on the impact of cultural and religious beliefs on mental health
* Work as part of the project team, particularly with the Respected, Equal, and Safe and Stobswell West project workers, and volunteers at DIWC
* Promote the work and raise the profile of DIWC generally by publicising its programme of activities
1. **Monitoring and Evaluation**
* Record support provided and contribute to project monitoring, evaluation, and learning
* Gather feedback from participants and support the development of case studies and reports
1. **General and Other Relevant Duties**
* To accurate record and maintain IT systems, including maintaining relevant records
* To develop skills with resources and technology in line with learners’ needs
* To plan, organise, and make effective use of equipment and resources
* To undertake any other related duties as required by the line manager
* Attend relevant training and supervision
* Follow DIWC’s safeguarding, health and safety, and data protection principles
* Support of the delivery of an inclusive, women-only space where all feel safe and welcome

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document, and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

**DUNDEE INTERNATIONAL WOMEN'S CENTRE**

**PERSON SPECIFICATION – WELLBEING PROJECT WORKER**

**All aspects are evaluated through the application form and interview.**

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|  | **Essential** | **Desirable** |
| **Professional Education and Qualifications** |  | COSCA Counselling Skills Certificate  |
|  |  | Mental Health First Aid Training  |
| **Relevant Work Experience** | Experience of working with women from minority ethnic, migrant, or refugee backgrounds. | Experience of delivering 1:1 support or wellbeing interventions. |
|  | Knowledge of mental health and wellbeing issues, particularly in relation to cultural stigma and trauma. | Familiarity with safeguarding practices and trauma-informed approaches. |
|  | Experience of developing effective relationships with statutory and third sector partners. | Experience of working for a voluntary organisation  |
|  | Strong track record of professional standards  | Clear understanding of the barriers which face minority ethnic groups  |
|  | Understanding of equal opportunities, race relations, ethnic minority and community support needs  |  |
| **Skills and Knowledge** | Fluency in written and spoken English | Bi- or Multi-lingual  |
|  | Strong organisation skills, ability to manage tasks and own workload. |  |
|  | Excellent communication skills including oral, written and presentation skills |  |
|  | Excellent listening skills and able to work empathically and in a caring and non-judgemental manner |  |
|  | Highly motivated individual with the ability to motivate others including the ability to enthuse learners  |  |
|  | Good IT Skills; ability to use Microsoft Office and adapt to new systems |  |
| **Personal Qualities** | Empathetic, non-judgmental approach with strong listening and communication skills. | Lived experience relevant to the role. |
|  | Ability to work independently and build trust quickly. |  |
|  | The ability to work on your own initiative as well as part of a team  |  |
|  | Flexible approach to respond to learner and team needs as and when required.  |  |
|  | A commitment to equal opportunities  |  |
|  | Ability to think creatively, enjoys new challenges and ability to multitask  |  |
|  | Support the aims and values of the Organisation  |  |
| **Additional Job Requirements** | Must be a member of the PVG Scheme or willing to join, with a satisfactory scheme record and/or an updated scheme record. |  |
|  | Ability to work from the centre, with flexibility to work evenings and weekends as needed to support the needs of DIWC. |  |
|  | Willingness and ability to support and participate in wellbeing activities that may take place outside the centre, including walking and other physical activities. |  |