****

#

**POST TITLE: Green Health Coordinator**

 This Post is Funded through NatureScot

**DURATION: Fixed Term July 2024**

**HOURS OF WORK**: 35 hours per week, to be worked in accordance with DVVA Conditions of Service

**SALARY:** Grade 4 £27,278 - £ 30,309 pro rata (based on a FTE of 35 Hours)

Are you passionate about green spaces and encouraging people to lead healthier lifestyles? We are looking for a self-motivated, team-orientated and enthusiastic individual to lead the development and future-proofing of the Dundee Green Health Partnership. The individual will coordinate local initiatives, including the Partnership’s own Green Health Prescriptions and ReDiscover Dundee e-trike project, which promote and maximise the use of green spaces for health benefits. The post holder will also coordinate networks and communications promoting green health and supporting other organisations in developing their own initiatives.

The service is co-designed and is delivered by Dundee Volunteer and Voluntary Action, in partnership with Dundee City Council, NHS Tayside, and a range of third sector organisations and individuals who promote the benefits of the natural environment for mental, physical and social good-health and well-being.

PURPOSE OF POST:

* Work at a strategic, methodical and consistent manner in the management of the green health prescription, providing a direct link for GPs and associated health care practitioners to refer patients to green and outdoor activities for health and wellbeing outcomes.
* Develop strong working relationships with green health organisations, community groups, members from statutory, voluntary and private sector for stronger collaboration between sectors and cross-sectoral action to achieve positive health outcomes.
* Work alongside partners in the development and sustainability of the Green Health Prescription and wider Partnership, and support the coordination and diversification of nature-based interventions available locally.
* Increase community capacity to build a wider menu of green health interventions.

**KEY DUTIES:**

* Provide line management support to staff within the team including probationary meetings and Support and Supervision meetings.
* Ensure the effective management of incoming enquiries following from the Green Health Prescriptions issued by participating GPs and other health professionals.
* Support Project Workers in delivering a person-centred consultation with service users and ensure that a suitable lifestyle intervention is chosen, after gaining a comprehensive understanding of their preferences and personal circumstances.
* Monitor progress and provide outcome-focused reports for each area of work, in line with local and national performance measures and outcomes. Communicating these reports with relevant stakeholders.
* Maintain good working relationships with prescribers and other stakeholders, communicating on a 1:1 and networking level.
* Work closely with outdoor activity providers, or ‘Nature-based Interventions’, to provide support for them as well as ensure service users have a positive referral.
* Ensure that the database of greenspace/nature interventions is up to date at all times to enable effective and accurate referral of service users with activities. Undertake an audit of such entries bi-annually.
* Support the recruitment and management of volunteers who will provide time-limited support to service users in engaging with activities and groups.
* Build on the work of the Green Health Partnership, helping increase the capacity of organisations and community groups which deliver green and outdoor activities in Dundee, from a demand-led approach.
* Actively look and support the completion of funding applications.
* Support the efficient delivery and coordination of Re-Discover Dundee rides, managing development officer as well as contributing to the success and development of this initiative.
* Maintaining a network including producing a quarterly newsletter to keep stakeholders engaged.
* Promote the work and contribute to the overall aims of the Green Health Partnership, DVVA and Dundee's Third Sector Interface.

**OTHER DUTIES**

The job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties as it is recognised that jobs change over time. Should the duties change radically then the post and grading will be reviewed.

**CONDITIONS OF SERVICE**

* These are set out in the organisation’s staff handbook.
* All staff meeting the qualifying criteria may join a defined contribution pension scheme provided by TPT Retirement Solutions.
* The organisation has an equal opportunities policy and seeks to be an equal opportunities employer.

**ANNUAL LEAVE:** 21 days per annum on appointment increasing each year by 1 day to a maximum of 25 days, plus 6 public holidays, plus 5 days Christmas closedown. Pro-rata for part-time staff.

**LOCATION:** Initially, the post holder may be required to work from home due to Covid-19 restrictions. There may be an option for the post to be a blend of home and office working in future. Our main office is based in Dundee city centre and we also have community locations in Lochee and Whitfield.

**TRAINING:** Staff may make application to pursue appropriate training.

**JOB DESCRIPTIONS** are reviewed from time to time**.**

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential**  | **Desirable**  |
| **Professional/Educational Qualifications** |  |  |
| **Relevant degree qualification and/or minimum 3 years practical relevant experience** | **X** |  |
| **Project Management Qualification** |  | **X** |
| **Knowledge and Experience** |  |  |
| **Experience of managing staff** | **X** |  |
| **Experience of work within the Third Sector** | **X** |  |
| **Knowledge of mental health challenges**  | **X** |  |
| **Establishing and maintaining effective working relationships.** | **X** |  |
| **Successful track record in community development** | **X** |  |
| **Social inclusion policies and agenda** | **X** |  |
| **Project Management** | **X** |  |
| **Planning, delivery, monitoring and evaluation** | **X** |  |
| **Development work with voluntary and community groups** | **X** |  |
| **Cross-sector collaboration** | **X** |  |
| **Balancing operational with strategic priorities** |  | **X** |
| **Health and Social Care Partnership (HSCP) working** |  | **X** |
| **Applying for funding** |  | **X** |
| **Skills and abilities** |  |  |
| **Excellent communication skills, both oral and written** | **X** |  |
| **Excellent organisational skills with the ability to handle multiple tasks simultaneously** | **X** |  |
| **Strong interpersonal skills, with the ability to manage internal and external relationships effectively** | **X** |  |
| **Strong leadership skills** | **X** |  |
| **Advanced IT skills, including in the use of Microsoft Office** | **X** |  |
| **Ability to motivate and develop others and manage quality and performance** | **X** |  |
| **Ability to engage with a wide range of stakeholders** | **X** |  |
| **Ability to identify needs of specific groups** | **X** |  |
| **Ability to work within a team as well as on own initiative** | **X** |  |
| **Personal Qualities** |  |  |
| **Self-motivated, enthusiastic and committed** | **X** |  |
| **Highly innovative and experienced in designing new systems and processes** |  | **X** |
| **Flexible approach with an ability to meet deadlines** | **X** |  |
| **Additional Job-Related requirements** |  |  |
| **Satisfactory PVG check**  | **X** |  |
| **Flexible working which may include evening and occasional weekend work** | **X** |  |
| **Driving License and access to a car** |  | **X** |