



# wellbeing works

## Manager

### *Position Profile*



[www.wellbeingworksdundee.org.uk](http://www.wellbeingworksdundee.org.uk)

# Welcome Note

Thank you for your interest in the post of Manager at Wellbeing Works.

Our organisation has been around in Dundee for almost 100 years, with the aim of supporting those who face mental health challenges towards better wellbeing.

Our team consists of a Chief Executive Officer, a volunteer co-ordinator, an administrator, a team of 4 Support Workers, 2 Peer Workers and a Community Toolbox Co-ordinator.

We are currently supporting 110 participants through a combination of one to one and group support.

Our work is delivered over the themes of :

**Wellbeing Skills:** group activity to build confidence and self esteem, and give participants skills and knowledge that will help them to manage their mental health and wellbeing.

**Creative Skills:** A range of activities that help participants express themselves through, for example, art and crafts, photography, music, and creative writing

**Social Skills:** Giving participants the opportunity to meet new people, make friends, and become more confident in social situations.

**Outdoor Activities:** Walking, gardening conservation and noticing nature where participants can gain the benefits of exercise fresh air and the great outdoors.

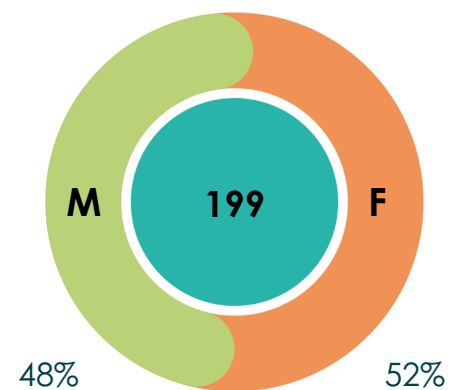
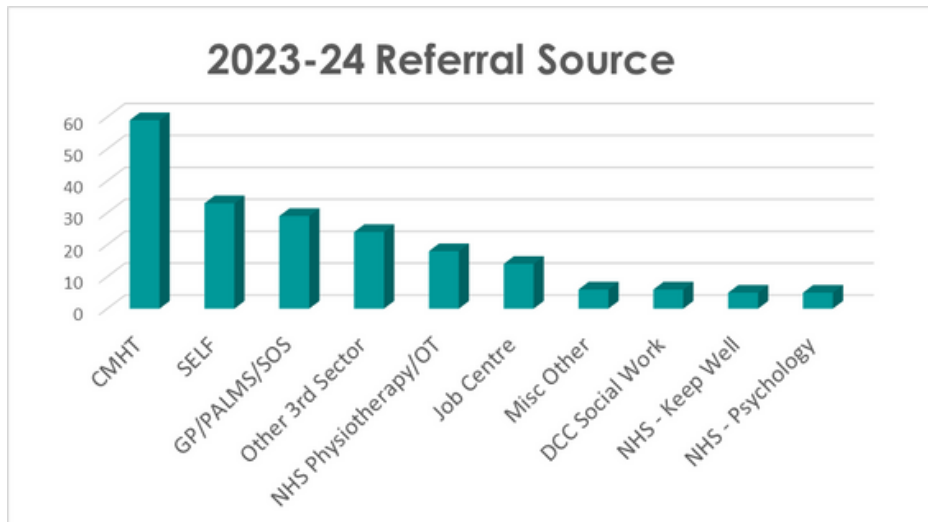
**Giving:** Volunteering opportunities with local partners, or support to take up volunteering with a local charity. This theme also includes giving in the wider context of supporting each other, and giving time to help the organisation through attending focus groups, steering groups or planning and consultation events.



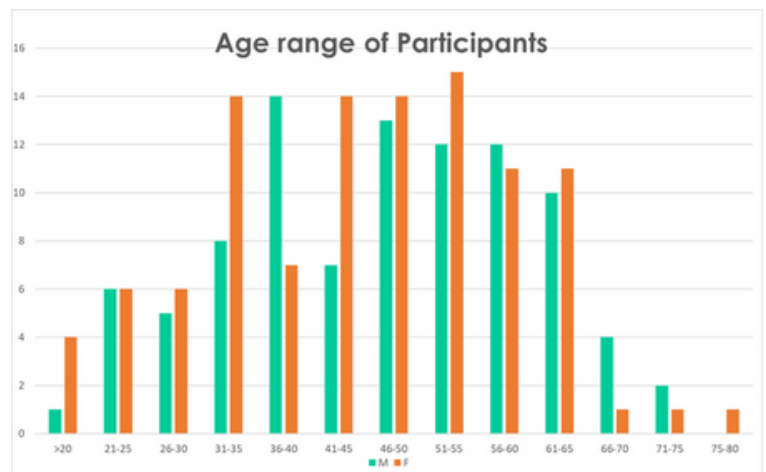
# Our Impact

Our referrals came from a wide range of statutory organisations like the NHS and local authority, but we also received referrals from other third sector providers and increasing numbers from participants who self-refer.

**In 2023/24  
we worked  
with 199  
participants**



In recent years, we have observed a shift in our demographics, showing an increase in the number of younger adults attending our groups and activities. We hope this trend continues and that we are able to upskill more younger people in terms of managing their mental health and wellbeing.



There is no time limit on how long we can work with individuals, as long as they are attending, and working towards their mental health and wellbeing goals. Examples of some participant goals this year include:

- **Creating structure to get out of the house and have a sense of purpose**
- **Learning new things and breaking old or unhelpful habits and routines**
- **Using Peer Support to build confidence in using public transport**
- **Learning how to cope with stress or anxiety**
- **Feeling comfortable in a group setting**

# Job Description

## Manager

Location: Wellgate Centre, Dundee

Reports to: The CEO

The post of Manager offers an exciting opportunity to work closely with the CEO to steer Wellbeing Works through the next stage of its development, overseeing the talented and committed team. The role will involve building on the considerable growth and development that Wellbeing Works has achieved over the last 10 years, and to ensure it can continue to provide excellent specialist services to those who experience mental health challenges.

The Manager is responsible for leading and developing the Wellbeing Works staff team, and ensuring that we provide effective and efficient services that support people who face mental health challenges on a recovery journey.

### Responsibilities:

#### Leadership

- Work with the CEO to develop and define a clear, strong vision and direction for the future of the organisation.
  - Foster, model and promote an inclusive culture that reflects Wellbeing Works ethos and values.
- Be responsible for all staff and volunteers and their management and performance through effective support and supervision systems
  - Create opportunities for participant engagement through a range of one to one and group arrangements.
  - Ensure that staff and volunteers adhere to all Wellbeing Works organisational policies and procedures.

#### Organisational management

- Be responsible for the service design and delivery in keeping with the aims of the organisation, and requirements of funders
- Capture the organisation's work through robust monitoring and evaluation, and participant feedback
- Support the CEO Administrator in maintaining effective resource and financial management processes for the organisation.

# Job Description, continued

## Representation

- To act as a representative for Wellbeing Works in our relationship with other providers in the sector
- To keep up-to-date with current developments affecting the mental health sector and ensure that Wellbeing Works responds appropriately to these developments.
- Ensure participants have a voice in planning and design of services and activities
- Maintain a social media presence to raise awareness and promote Wellbeing Works
- Build and maintain strong relationships with individuals and organisations across the voluntary, public and private sectors, and in local and national government.
- To remain informed of national and regional perspectives

## Person Specification

You will be an experienced, 'hands-on' leader with a proactive and solutions-oriented mindset and a proven track record in the planning, delivery and management of projects or services.

### Essential

1. Qualifications in leadership or management
2. A demonstrable commitment to the ethos, vision, and work of Wellbeing Works
3. Proven management and leadership experience, including in the voluntary sector.
4. Demonstrable experience of project and/or contract management.
5. Experience of partnership working with other organisations.
6. Excellent people skills, a good understanding of HR issues and proven experience of managing people.
7. Excellent written and verbal communication skills and the ability to work collaboratively.

### Desirable

1. Experience in using social media to promote a project or business
2. Good IT skills and levels of competence in Microsoft Office applications
3. Driving licence and access to a car



# The Recruitment Process

This is a fantastic and rewarding opportunity to join a progressive organisation in the mental health sector allowing you to make a difference daily.

In return, the successful candidate will receive:

- A competitive salary starting at £28,455 and increasing to £29,963 following a successful 6 month probationary period
- Flexible working – 29 hours per week
- 25 days Holiday per year inclusive of bank holidays

To apply for this position:

Contact [wendy@wellbeingworksdundee.org.uk](mailto:wendy@wellbeingworksdundee.org.uk) for an application pack.

**The closing date for applications is Thursday 27th March 2025 at 5pm.**

Wellbeing Works is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.



[www.wellbeingworksdundee.org.uk](http://www.wellbeingworksdundee.org.uk)



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